

EAST HAGBOURNE PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING DULY CONVENED AND HELD ON THURSDAY 14TH OCTOBER 2021

1. ATTENDANCE, APOLOGIES AND DECLARATIONS OF PECUNIARY INTEREST:

Present were Vice Chairman D. Button, Councillors P. Dixon, C. Shaikh and D. Rickeard
In the absence of the Chairman the Vice Chairman took the meeting.

Apologies were received from I. Duff, C. Gover, J. Elliott and District Councillor A-M Simpson.
In attendance was L. Lloyd (Clerk).
D. Button 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 9TH SEPTEMBER 2021:

The minutes of the meeting on 9th September 2021 were approved by Council and signed by D. Button.

4. REPORTS FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLORS:

A report was received from A-M Simpson and briefly summarised by L. Lloyd - please see attachment 2 for the full report.

5. ACTIONS FROM PREVIOUS MEETINGS:

2019-04-03 Main Road 20mph speed limit: D. Button reported that following a meeting between I. Duff, P. Fermer and J. Murphy on 29th September, it has been confirmed that the East Hagbourne proposal is progressing independently of the Oxfordshire County Council (OCC) 20mph initiative which is pending a decision later this month. OCC has indicated that East Hagbourne is a high priority on the list for a 20mph limit with plans to carry out a speed survey on Harwood Road in the near future. It is likely it could be funded by OCC and should happen this financial year. The accident on New Road earlier this month was briefly discussed, as it reinforces existing concerns over speeding/poor driving along this stretch of road.

2020-10-01 Definitive Map Modification Order (DMMO) Application: L. Lloyd confirmed that the public consultation on the draft report ends tomorrow so there will hopefully be further news on this next month.

2020-11-01 Dangerous Trees on Footpath 197/8: D. Button confirmed that P. Fermer and J. Murphy have both agreed to chase this up following the meeting with I. Duff. It was also confirmed that Hugh Potter is the new contact at OCC responsible for both Trees and Public Rights of Way.

6. ITEMS FOR DISCUSSION/DECISION:

- a) **Deanfield development site adjacent to the village hall:** D. Button confirmed that the meeting with Peter Blades and Gregg Lancaster of Deanfield Homes on 7th October to discuss the development was very beneficial. C. Shaikh queried whether the potential change in size of two of the larger houses close to Main Road would be covered by the final planning submission or require further amendments to be made. There is a definite objective from Deanfield Homes to ensure the materials used will be more sympathetic to the character of the village than the Cholsey site. D. Rickeard confirmed that he has passed a report from Deanfield Homes on Bird and Bat Box provision to HUGS for comment.
- b) **Community Projects:** D. Rickeard confirmed that the new Community Project Matrix has been uploaded to the website.
- c) **Pavilion Foul Drainage: Approval of the additional necessary cost of £1300+VAT to remove concrete and asbestos along the line of the new drain:** D. Rickeard and D. Button confirmed that the works had been completed to a high standard and the site was left in a very tidy state. The council approved the additional cost of £1300.00+VAT. D. Button proposed that a letter should be sent to the current owners of 87 New Road to confirm that the works have been completed to close the matter. The council agreed with this proposal.
- d) **Dog Waste Bins: Ratification of the decision to instruct South Oxfordshire District Council to commence collection of the dog waste bins in the Parish with immediate effect at a cost of £6.90 per bin:** The council ratified the decision which was made in the interests of Public Health. L.

Lloyd confirmed that the collections are now made weekly by the Biffa team who are contracted by SODC. It was noted that there are not any potential alternative contractors known at present.

- e) **Upkeep of Village Footpaths and Pavements:** No update.
- f) **Oxfordshire County Council: Actions and assistance within the parish:** D. Button confirmed that the meeting on 29th September between P. Fermer, J. Murphy and I. Duff was informative and has already resulted in progress with the 20mph limit (see item 5).
- g) **Approval for the purchase of 2000 dog waste bags at a cost of £34.75 (including VAT and delivery) for the Community Shop:** The council approved the purchase. D. Rickeard commented that the increase in demand for the bags could be a good indicator that dog owners are being more responsible.
- h) **To accept the quotation of £2100+VAT from BGG to prune trees along FP5:** The council accepted the quotation. It was agreed that L. Lloyd will confirm this with BGG and arrange for a suitable date for the works to proceed.
- i) **To discuss and approve the quotation of £650.00+VAT for BGG to carry out necessary tree maintenance in the cemetery:** D. Button confirmed that the quote covers raising the crown of the central tree line and removing three dead trunks. BGG will survey the remaining trees while they carry out the crown raising works to enable a report to be sent to the PCC for future discussion. The council approved the expenditure, which will be paid for by the cemetery fund. L. Lloyd confirmed that the Diocese should be informed ahead of any works taking place. It was agreed that L. Lloyd would contact the Church Benefice Administrator to inform them of the planned works.

7. ITEMS FOR REPORT:

- a) **Planning Applications:** Nothing to report.
- b) **East Hagbourne Sport and Recreation Committee:** D. Rickeard updated the council on the RoSPA playground inspection report and subsequent consultation of an expert for opinions on the wet pour surfaces and the basket swing. Some minor works will be undertaken to the edges of the wet pour surfaces and the other items will be monitored.

D. Button confirmed that the pavilion bookings have increased and invoicing is now being completed for the last two months. D. Rickeard reported that NHS track and trace had notified him that Pavilion visitors on Sunday had tested positive for Coronavirus, which confirms that the QR code system is working.
- c) **Cemetery Committee:** D. Button confirmed that the Cemetery Committee is now in possession of the consecration documents for the new cemetery, this was completed on 15th April 1984. The cemetery paperwork is being adjusted to confirm this. BGG have been short staffed and the resulting cuts have been unsatisfactory and left the cemetery looking scruffy. It was agreed that L. Lloyd will contact BGG to again express concerns and ask for a more consistent approach as well as querying the cost of removing the cut grass when the cemetery cuts are completed. C. Shaikh raised a side query as to whether the grass verge at the end of Fieldside could be added to the BGG village cut as the new adjacent owner is not maintaining it as the previous owner did. D. Rickeard confirmed that a discussion concerning verge cutting and wild areas would be beneficial and that HUGS should be included in the conversation.
- d) **Employment Committee:** D. Button confirmed that L. Lloyd has recently completed the ILCA qualification. Completion of this level 2 qualification does not result in an increase in pay.
- e) **Butts Piece Allotments:** P. Dixon confirmed that two plots have been re-let for the remainder of the year so the allotments remain at full occupancy.
- f) **Community Speedwatch:** L. Lloyd reported that R. Bartlett has not yet purchased the speed gun, as he is concerned about the current lack of speedwatch volunteers.
- g) **East Hagbourne Community Support Group (Coronavirus):** Nothing to report.
- h) **Didcot Garden Town:** P. Dixon reported on the recent Parish Council sounding board meeting on 28th September, noting in particular the 'On Your Doorstep' pamphlet which covers places of interest in and around Didcot. The Poet's Trail was suggested as a possible inclusion. The Local Cycling and Walking Infrastructure Plan (LCWIP) is also going ahead and there will be a proposal for public consultation early next year.
- i) **Flood Group:** Nothing to report.

j) **Oxfordshire Growth Board:** Now called the Future Oxfordshire Partnership, the next meeting will be held next month.

k) **Neighbourhood Plan:** Nothing to report.

8. Correspondence:

L. Lloyd reported the following points have been raised this month:

An invitation has been received for a council representative to attend the Scouts AGM on 19th October. Councillors declined the invitation, L. Lloyd will be attending.

A resident has reported issues with the 94 bus not letting residents disembark along New Road on request as it has done in the past. The official bus stop is at Lower Cross but this is a long walk for those with mobility issues or shopping to carry. D. Rickeard confirmed he has contacted Thames Travel about the incident for clarification.

A campaign email from the Zero Hour Oxfordshire team has been received, asking for Parish Councils to support the Climate and Ecological Emergency Bill. D. Rickeard confirmed that a debate in parliament would be a good move but the existing bill is not at a point where it is fit for purpose.

9. Finance.

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

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

a) Payments since last meeting:

Payee	Item	Cheque No/Online Payment	Amount	VAT	Total	Date
Signs of the Times	2 x village gateway signs	OP - D Button/D Rickeard	£2,218.60	£443.00	£2,661.60	17/09/2021
Moore	External Audit 2020/21	OP - D Button/D Rickeard	£200.00	£40.00	£240.00	17/09/2021
Dark White Digital	September web hosting	OP - D Button/D Rickeard	£30.00	£0.00	£30.00	17/09/2021
Playsafety Ltd	RoSPA Playground Inspection	OP - D Button/D Rickeard	£79.00	£15.80	£94.80	17/09/2021
Grundon Waste Management	Cemetery Bin August Collections	OP - D Button/D Rickeard	£4.46	£0.89	£5.35	20/09/2021
HM Land Registry	Deed documents request for 46 Main Road, East Hagbourne	102821	£7.00	£0.00	£7.00	20/09/2021
Laura Lloyd	September Salary	OP - D Button/D Rickeard	£673.24	£0.00	£673.24	28/09/2021
BDS Surveyors Ltd - Tony Grover	Drainage Plan and Thames Water Licence for Pavilion Drainage Works	OP - D Button/D Rickeard	£500.00	£34.00	£534.00	28/09/2021
Express Drainage Solutions	50% payment on completion for Pavilion Drainage Works	OP - D Button/D Rickeard	£4,100.00	£820.00	£4,920.00	06/10/2021
Castle Water	Allotment Water Account Balance payment 01/03-31/08/2021	DD	£27.59	£5.52	£33.11	11/10/2021
Dark White Digital	October Web hosting		£30.00	£0.00	£30.00	
BGG Garden and Tree Care	Parish and Cemetery cut 25/09		£275.00	£55.00	£330.00	
EHS&RC	Pavilion Hire for Parish Council meeting on 12th August 2021		£25.00	£0.00	£25.00	
EHS&RC	Pavilion Hire for Parish Council meeting on 9th September 2021		£25.00	£0.00	£25.00	
Laura Lloyd	October Salary		£673.24	£0.00	£673.24	

b) Receipts since last meeting

From	Item	Amount	Date	
Linda Benton	Phipps EROB and ashes interment CM076	£176.00	28/09/2021	Cheque Not Yet Cleared
MJ Didcock	Napper burial C088	£220.00	01/10/2021	Cheque Not Yet Cleared

R Spencer	Allotment Rent Plot 4B (6 months rent)	£7.20	04/10/2021
N Humphrey	Allotment Rent Plot 8B (6 months rent)	£7.00	12/10/2021
		<u>£410.20</u>	

c) Accumulated Account Balances (reconciled as of last bank statement through 12/10/2021)

Barclays Community Account	£7,607.41
Barclays Business Savings Account	£50,115.21
Total	<u>£57,722.62</u>

d) The Special Project Balances (as of 12/10/2021) are:

Planned Development Support Fund	£5,303.15
Cemetery	£9,380.51
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	£1,517.73
Total CIL money	£3,423.70
Community Projects Reserve Fund	<u>£4,943.91</u>
Total	<u>£23,051.27</u>

- b) Review and approval of payments:** L. Lloyd noted that the latest Grundon invoice for the cemetery is low due to a credit being issued after last month's high bill was queried. The Council reviewed the pending payments and approved those without prior minuted/regular payment approval. There is concern over the delay in the cheques clearing and D. Button will advise L. Lloyd whether they have cleared tomorrow to potentially action new payments from L. Benton and MJ Didcock.
- c) Bank Reconciliations for July, August and September 2021:** P. Dixon confirmed he has reviewed and approved the bank reconciliations for Q2 as all is in order.
- d) Q2 Budget Review:** The council reviewed the expenditure against the 2021/22 budget and no questions were raised. Please see attachment 3 for the full report.
- e) Bank Progress:** No progress yet, L. Lloyd confirmed that she is looking into options including Unity Trust and Lloyds Bank, and will also contact OALC for advice on savings accounts for future reference.

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

- Village tidiness/wildlife
- Chilterns AONB

The meeting closed at 9.07pm. The next Parish Council meeting will be on 11th November 2021 at the Pavilion, Great Mead, East Hagbourne.

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

ATTACHMENT 1: ACTION LIST

Action No	What	Who	Status
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2019-04-03	Main Road 20mph speed limit	LL	ON HOLD
2020-10-01	Definitive Map Modification Order (DMMO) Application	LL	In progress
2020-11-01	Dangerous Trees on FP197/8	JM	In progress

ATTACHMENT 2:

TITLE	DISTRICT COUNCILLOR'S REPORT
AUTHOR	CLLR ANNE-MARIE SIMPSON
PARISH	EAST HAGBOURNE PARISH COUNCIL
DATE	14 OCTOBER 2021

Biodiversity in South and Vale

South and Vale councils are supporting the Habitat Banking Pilot Scheme run in a partnership including four Wildlife Trusts – Berks Bucks and Oxon, Warwickshire, Cheshire, and Surrey Wildlife Trusts - and the environmental impact investment advisors Finance Earth.

Habitat Banking is designed to address developers' need to deliver biodiversity net gain (BNG), which will soon be made law through the Environment Bill. The scheme enables habitats to be created or restored before any biodiversity loss is caused by developments.

The scheme has recently been successful in its funding application to the Governments Natural Investment Readiness Fund, and the funding will enable the partnership to create three pilot habitat bank sites in Oxfordshire, Warwickshire, and Cheshire over the next year.

This month Defra released new Biodiversity Metric 3.0. The latest version of the metric will be used as the standard tool for assessing if development proposals can meet the council's requirements for biodiversity net gain. In addition, Defra has also released a new metric designed for use on small sites.

The Small Sites Metric (mainly for applications involving less than 10 houses) is currently being tested by the Countryside Team to determine if it will help to streamline the process of applying net gain policies to smaller development proposals. We are a leading local authority in this field and have been pioneering the use of biodiversity metrics since 2012 to inform planning decisions.

Recently they were involved in the first of a series of workshops run by the Healthy Ecosystem Restoration in Oxfordshire (HERO) programme. HERO is a three year programme supported by the Oxford Martin School. It will explore how Oxford University can play a role in efforts to restore healthy ecosystems in Oxfordshire, by bringing the university's strengths in academic knowledge, research capacity and convening power to support ongoing and planned nature recovery activities by a range of local partners and stakeholders.

You can find out more about HERO on the following website <https://www.biodiversity.ox.ac.uk/hero/>

Garden Waste Collections

Thankfully, the suspension of garden waste collections has come to an end with collections starting again last week in South Oxfordshire. Please read more on our website <https://www.southoxon.gov.uk/waste-and-recycling/garden-waste-collections-restart-next-week/>

I am sorry for the distress and inconvenience the suspension caused to residents and would like to thank them for their patience whilst the Council worked with Biffa, to find a way through the challenge that the shortage of HGV drivers has posed for waste collection.

You may be interested in reading the report prepared by Council officers and presented at the EGM that was held on Friday 24 September, which includes information on background, Business Continuity Plan, national situation, communications and reimbursements.

<http://democratic.southoxon.gov.uk/documents/b9076/Temporary%20suspension%20of%20the%20garden%20waste%20service%20Friday%2024-Sep-2021%2014.00%20Council.pdf?T=9>

Live Consultations & Council Responses to Consultations on Planning

A reminder that consultations can be found at www.southoxon.gov.uk/consultations and then by clicking on the “live consultations” link.

You can also read the council's response to the Oxfordshire 2050 Plan Reg 18 pt2 consultation on the 'Council Responses to Consultations about Planning' page of the council's website, <https://www.southoxon.gov.uk/south-oxfordshire-district-council/planning-and-development/local-plan-and-planning-policies/external-planning-consultations-our-response/>

Joint Statement of Community Involvement (SCI)

South Oxfordshire and Vale of White Horse District Councils are preparing a Joint Statement of Community Involvement (SCI).

The joint SCI sets out who, how and when the councils will engage with local communities as part of the planning process. It covers both consultations on planning applications and also on the development of local plans which guide where development will be supported in the future.

The council want to make it as easy as possible for people to get involved with the planning process and to work positively and proactively with their communities, ensuring that residents know what the councils is doing, as early as possible, using methods that work for you. Your views and local knowledge are vital in planning, so please do respond to the consultation to make sure that your voice is heard.

Your comments on the draft SCI will be taken on board before bringing a final version before our councils to be adopted. Once adopted the joint SCI will replace the existing South Oxfordshire SCI and the Vale of White Horse SCI.

You can give your comments on the draft Statement of Community Involvement until midnight on Wednesday 20 October 2021.

You can find the draft document on our [South](#) or [Vale](#) websites.

The quickest and easiest way to comment is to use our [online comment form](#).

If you are unable to comment online, you can also:

- Email: planning.policy@southandvale.gov.uk
- Write to Planning Policy, South Oxfordshire and Vale of White Horse District Councils and post to 'Freepost SOUTH AND VALE CONSULTATIONS' (no other address information or stamp is needed).

Thank you!

Council support for refugees from Afghanistan

As mentioned in my last district councillor's report, officers at South & Vale are working closely with those from councils across Oxfordshire to ensure a timely and supportive approach to addressing the needs of the individuals and families arriving in the UK from Afghanistan, whether on the resettlement scheme or part of the wider UK response to the developing refugee crisis.

The government recently issued an urgent appeal to local authorities for assistance in resettling families who had fled Afghanistan. South and Vale have already delivered on their initial pledge to resettle a minimum of one Afghan family each under the Afghan Relocations and Assistance Policy. Both councils have now agreed to increase their support and resettle a further six Afghan refugee families, three families each in their respective districts.

The councils' participation in the Afghan resettlement schemes will be fully funded by the Government. As well as sourcing private rented accommodation, this support includes ensuring families have access to ongoing mental health support, education, food, medicine, and other vital services.

Oxfordshire County Council is collectively leading on co-ordination of the wrap round services for the county that will be required to support any families or individuals, including co-ordination with any voluntary sector agencies in Oxfordshire.

As part of the co-ordinated response to help Afghan refugees settle into a new life in Oxfordshire, the county council and charity Asylum Welcome have published an Amazon wishlist for very specific items that they need.

That list is being hosted by Asylum Welcome and has now been published and can be found at [Amazon.co.uk](https://www.amazon.co.uk). Items that are being requested by refugees include various items of clothing and shoes, sanitary products and headphones.

Residents across South and Vale have already been incredibly generous with donations and offers of help for the individuals and families. As the support they need will be ongoing for some time this is a good way to ensure that donations go to those who really need them and quickly.

Full Council 7th October

Council elected a new Leader, Cllr David Rouane, following the resignation of Cllr Sue Cooper, and it was a full agenda with several motions. I proposed one on planning reforms- COP26- sustainability, which I pleased to say was passed unanimously.

ATTACHMENT 3: BUDGET MONITORING REPORT Q2

Income	2020/21	Budget 2021/22	6 Months to 30 September				
	Actual		Budget	Actual	Variance	% Variance	
Precept	30956	30956	30956	30956	0	0%	
Lease Income	1465	1465	1465	0	-1465	-100%	Rental is paid by cheque and received in October
Wayleaves	53	56	56	55	-1	-2%	
Allotments	826	760	760	767	7	1%	
Cemetery Contribution	634	640	320	317	-3	-1%	
Interest	1	4	2	2	0	4%	
Pavilion insurance recovery	500	500	500	500	0	0%	
Standing Order PCC Gen	4	0	0	0	0	0%	
Total	34439	34381	34059	32597	-1462	-4%	
Expenditure-Revenue items							
Clerk Remun.	-9300	-8350	-4175	-4039	136	-3%	
Payroll Management Costs	-440	-235	0	0	0	0%	
Office Expenses & Clerks							Online banking = reduced stamps and associated stationery. No clerk travel.
Travel	-653	-250	-125	-52	73	-59%	
Subscriptions	-394	-500	-500	-466	34	-7%	
Website	-602	-605	-300	-180	120	-40%	No additional costs incurred so far this year
Training Courses	-134	-600	-300	0	300	-100%	No uptake from councillors for OALC training - Clerk ILCA training was paid for in 20/21
Meeting Room Hire	-117	-520	-260	-105	155	-60%	Only four physical meetings held so far this year
Insurance	-1347	-1375	-1375	-1386	-11	1%	
Audit Costs-External	-200	-400	-400	-200	200	-50%	No additional queries from external auditor so standard fee paid
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%	Bill not received yet
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	-1630	-645	985	-60%	Considerably fewer cuts due to staffing issues despite regular chasing
Bench Refurbishment	0	0	0	0	0	0%	
Defibrillator Costs	-62	-235	0	0	0	0%	
Dog Bin Emptying	-2262	-2300	-1150	-710	440	-38%	Scoop Dotty Dog unable to fulfil collection requirements which led to volunteer bin emptying for several weeks. August bill for second contractor being queried
Dog Bin Costs	0	0	0	0	0	0%	
Butts Piece Lease	-684	-725	-363	-347	16	-4%	
Signage	0	0	0	0	0	0%	
Allotments	-340	-260	-130	0	130	-100%	Castle Water overcharged at the end of 20/21 and the PC was £98.71 in credit at the beginning of April. Next payment will be taken in October.
Loan Interest	-1123	-900	-450	-468	-18	4%	
War memorial repair	0	0	0	0	0	0%	
Total	-20325	-21070	-11713	-8962	2750	-23%	
Non regular Revenue items							
Incomings-Village Grants	650	0	0	0	0	0%	
Incomings - Legal	1	0	0	0	0	0%	
	651	0	0	0	0	0%	
Outgoings							
Contingency/Uninsured Costs	0	-1000	-500	0	500	-100%	
Donations and Grants	-861	-1000	-500	-100	400	-80%	
Pavilion Drainage Expenditure	0	0	0	-4600	-4600	N/A	Paid for using the general reserve
Loan Capital	-10649	-11000	-5500	-5418	82	-1%	
	-11510	-13000	-6500	-10118	-3618	56%	
Annual Surplus/(Deficit)-Revenue	3254	311	15847	13517	-2329	-15%	