

## EAST HAGBOURNE PARISH COUNCIL

### MINUTES OF THE ANNUAL PARISH COUNCIL MEETING DULY CONVENED AND HELD ON THURSDAY 15<sup>TH</sup> JULY 2021

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

Present were Chairman I. Duff 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. D. Button was not present at the meeting.

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 24<sup>TH</sup> JUNE 2021:

The minutes of the meeting on 24<sup>th</sup> June 2021 were approved by Council and signed by I. Duff.

**4. REPORTS FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLORS:** I. Duff referred to the district councillors report circulated earlier today. Highlights include the Community Grants Scheme which opens on 16<sup>th</sup> July and it was suggested that councillors should consider projects that could benefit from this. The Oxfordshire 2050 Plan (OP2050) public consultation opens on 30<sup>th</sup> July and CPRE and ONPA are running a joint meeting to discuss the consultation on 19<sup>th</sup> August. The report also includes information on how to obtain details of Sewage spills into the Thames. D. Rickeard noted the repeated details regarding Hiring out Land and confirmed that EHS&RC are following COVID guidelines without the need of additional advice at this stage. Please see attachment 2 for the full report.

#### 5. ACTIONS FROM PREVIOUS MEETINGS:

**2019-04-03 Main Road 20mph speed limit:** L. Lloyd confirmed she has had further correspondence with J. Beale who has confirmed that following the new administration at Oxfordshire County Council, there is great emphasis on 20mph becoming the norm and they have asked officers to rollout a county wide 20mph initiative for all towns and villages. It is likely that this plan would include a financial contribution from OCC and there is a plan to take a report to Cabinet in September. I. Duff suggested it would be worth checking whether this initiative would also cover Harwood Road and Wilcher Close which are currently not included in the Main Road 20mph proposal.

**2019-04-04 Village Gateways:** C. Shaikh reported that the gateway installation has now been booked for 9<sup>th</sup> August. The gateways are ready for delivery and will be delivered w/c 26<sup>th</sup> July.

**2020-10-01 Definitive Map Modification Order (DMMO) Application:** L. Lloyd reported that the application has been accepted and a site notice has been on display at either end of the footpath since 28<sup>th</sup> June as requested by the Countryside Officer who has made a start on the report in response to this application. His report will hopefully be submitted by the end of August.

**2020-11-01 Dangerous Trees on Footpath 197/8:** L. Lloyd reported that although a number of red markings have appeared on the trees along the path, there has been no confirmation of a date for works to take place. J. Murphy is also chasing for information on this issue.

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

##### a) Planning Applications including:

i) **34 Main Road appeal:** L. Lloyd reported that she has confirmed with the appeal case officer that the property has changed hands, but there is still no movement on the appeal decision.

ii) **P19/S0357/RM Site adjacent to the village hall:** I. Duff confirmed that the P21/S2893/FUL application for variation of conditions for the drainage on site is now on the planning portal. I. Duff reported that S. Handy has confirmed that this is the anticipated Section 73 application relating to condition 7 on surface water drainage.

**P21/S2816/HH 30 Blewbury Road –** I. Duff noted that the proposed elevations online appear to be a duplicate of the existing plans so these have been requested for clarification. It is likely that the response will be a no objection due to the minor changes indicated in the application.

**P21/S2979/HH Manor Farm Close** – I. Duff indicated that a response of no objection would be appropriate for this application.

**b) Community Projects including**

**i) Sustrans Art Benches:** D. Rickeard confirmed that J. Capone has had to reschedule to 9<sup>th</sup> August due to commitments at the school pool.

**c) Dog Waste Bin contract: Feedback on Pet Waste Solutions collections:** L. Lloyd reported that two collections have now taken place and the contractors have a detailed map and instructions to locate the bins. Hopefully after initial teething problems in the first week to fit East Hagbourne into the existing rota, the service will now run smoothly. L. Lloyd asked councillors to monitor the dog waste bins they regularly pass on their walking routes while PWS settle into a routine. D. Rickeard confirmed that the bin by the bus stop on Blewbury Road has been missed by Biffa this week. It was agreed that L. Lloyd would report this on FixMyStreet.

**d) Pavilion Foul Drainage Issues including:**

**ii) Update on progress with additional quotes for the drainage re-routing:** L. Lloyd reported that three additional quotes for the drainage works were requested following the June meeting. Of those, two companies declined to quote and one has quoted for the drainage re-routing only following a site visit. A formal quote from the original contractor is pending. It has been confirmed with OCC that no Section 50 licence for works on a public highway are needed as Great Mead is an unadopted road. There is no registered landowner for the bridleway running the length of Great Mead which has a recorded width of 30 feet. To ensure all angles are covered regarding permissions, OCC footpaths have been informed of the intended works and it was agreed that Great Mead residents would be informed by letter.

**i) Engagement of Tony Grover to draw up a new drainage plan at a cost of £170.00 and submit the application to Thames Water for public sewer connection at a fixed cost of £330.00:**

Following the update from L. Lloyd in d)ii), the council resolved to engage Tony Grover to draw up the new drainage plan and submit the application to Thames Water for public sewer connection in order to progress the works.

**e) Youth problems at the recreation ground:** I. Duff reported on the concerns raised on social media following Thursday's unruly gathering. L. Lloyd confirmed that all the Didcot secondary schools have been contacted and will speak with pupils. The PCSO confirmed there was nobody available to attend this Parish Council meeting but advised that residents should report to 101 consistently as it flags the issues for priority on the Neighbourhood Team's Patrol. The recreation ground has been added to the patrol for late evening checks and a Police Operation in progress sign has been put up on Great Mead. Hopefully the disruptive gatherings will cease as a result of these efforts.

**f) Upkeep of Village Footpaths and Pavements:** I. Duff reported that the village Facebook post and Parish Newsletter have prompted some residents to cut or tie back their borders, others may need a prompt. The grass verges along Blewbury Road have now been addressed and are being maintained by the residents/HUGS to keep to a safe height. It was agreed that a list of residents who needed to tend to their planting and had not seen/actioned this already would be drawn up and actioned on an individual basis. L. Lloyd reported that Grange Farmhouse has recently had a change of ownership. The new owner is aware of their hedge cutting responsibilities but there is still confusion over responsibility of cutting back on the verge. L. Lloyd is communicating with OCC directly about this.

**g) Quotation from BGG to maintain the trees along FP5:** This is pending, it was agreed that L. Lloyd will follow up on the request.

**7. ITEMS FOR REPORT:**

**a) East Hagbourne Sport and Recreation Committee:** D. Rickeard reported the following:

EHS&RC are applying for a lockable Grundon bin to service the Pavilion, with the intention to commence the service in early September.

Following the imminent 19<sup>th</sup> July relaxation of restrictions, certain control measures will be maintained for hirer safety. Regular users have received an updated version of the booking rules, which will be circulated to the council after the meeting.

It is anticipated that the changing rooms will be open for use for the new football season.

**b) Cemetery Committee:** L. Lloyd reported that the cemetery committee met at the Lych Gate last week. Maintenance works by Terry Taylor are almost complete, the wildflower meadow is due to be mowed in late July/early August, and new signage is being finalised with clearer details regarding the responsibilities for the two separate parts of the cemetery.

- b) **Employment Committee:** Nothing to report
- c) **Butts Piece Allotments:** P. Dixon confirmed he has tried contacting P. Troutt of SOHA about the fencing again, but has not received a reply.
- d) **Community Speedwatch:** I. Duff reported that he has received communication today from R. Bartlett. He is still keen to obtain a speed gun and confirmed that the type suggested by Thames Valley police (TVP) for speedwatch purposes does not require calibration and therefore has no ongoing costs. The clear advantage to the Parish owning their own speed gun is the immediate and ongoing availability instead of waiting for the TVP equipment. It was agreed that the purchase of a speed gun should be added to the next agenda.
- e) **East Hagbourne Community Support Group (Coronavirus):** I. Duff reported that the main reason for assistance being required at the moment is self-isolation.
- f) **Didcot Garden Town:** Nothing to report.
- g) **Flood Group:** Nothing to report.
- h) **Oxfordshire Growth Board:** See item 4) and attachment 2.
- i) **Neighbourhood Plan:** Nothing to report.

## 8. Correspondence:

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

Great Mead gatherings as noted in 6.e)

Thames Water work disruptions outside the Community shop/garage have been causing issues due to their frequency and it is not clear when these will cease, despite making several phone calls to Thames Water. The works themselves require reinstatement and removal of the traffic management system which can take up to 7 days after Thames Water leave the site. I. Duff confirmed that further reinstatement works were due to permanently repair the temporary footpath patch. It was noted that L. Lloyd is seeking clarification of where to direct a formal complaint about the ongoing disruptions on site.

A dead deer alongside the old railway line was reported as it was decomposing next to a resident's fence. After some investigation, Sustrans accepted responsibility, but was unable to locate the deer during a site visit due to the awkward position. The resident subsequently confirmed that there was further action required as the smell had ceased to be an issue.

I. Duff reported that he has received correspondence from a representative for the Woodlands Medical Centre Patient Participation Group. VOWHDC now have a plan to build 4325 houses near Harwell and groups from all three existing Didcot medical centres are lobbying for support to ensure there are suitable provisions made for this. It was agreed that I. Duff would respond and confirm the date of the next parish council meeting if he wishes to attend.

D. Rickeard noted that a copy of the most recent letter from Hine Solicitors (dated 12<sup>th</sup> May) has been received with a request for a response. It was agreed that an acknowledgement would be sent.

## 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 Number	Amount	VAT	Total	Date
Dark White Digital	Website hosting June 2021	Online Payment DB/JE	£30.00	£0.00	£30.00	28/06/2021
IAC Audit	Internal Audit for 2020/21	Online Payment DB/JE	£285.00	£57.00	£342.00	28/06/2021
J Capone Property Maintenance	Installation of benches and waste bin at Butts Piece	Online Payment DB/JE	£437.60	£0.00	£437.60	28/06/2021
L. Lloyd	June Salary	Online Payment DB/JE	£673.24	£0.00	£673.24	28/06/2021
BGG	INV 308/21 Parish and Cemetery Cut 12/06/2021	Online Payment DB/DR	£275.00	£55.00	£330.00	09/07/2021

I. Duff	Zoom monthly subscription x 2 (15/04-14/05, 15/05-14/06)		£23.98	£4.80	£28.78	Pending
Pear Technology	Inv 130857 Digital Cemetery Map and Heritage Setup		£650.00	£130.00	£780.00	Pending
Dark White Digital	INV000692 July web hosting		£30.00	£0.00	£30.00	Pending
D Bartlett Building Services	INV 34 - 2 picnic benches		£360.00	£72.00	£432.00	Pending
Clean Slate	S137 Donation		£100.00	£0.00	£100.00	Pending
Terry Taylor	June Invoice for cemetery works		£656.00	£0.00	£656.00	Pending
L. Lloyd	July Salary and Expenses 8 May - 15 July		£717.82	£7.73	£725.55	Pending
EHS&RC	Meeting Room Hire 24/06/2021		£22.50	£0.00	£22.50	Pending
<b>b) Receipts since last meeting</b>	£0.00					
<b>c) Accumulated Account Balances (reconciled as of last bank statement through 14/07/2021)</b>						
<b>Barclays Community Account</b>		£12,981.07				
<b>Barclays Business Savings Account</b>		£50,113.96				
<b>Total</b>		£63,095.03				
<b>d) The Special Project Balances (as of 14/07/2021) are:</b>						
<b>Planned Development Support Fund</b>		£5,303.15				
<b>Cemetery</b>		£10,931.30				
<b>Community Infrastructure Levy Fund</b>	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				
<b>Community Projects Reserve Fund</b>		£9,275.67				
	<b>Total</b>	£28,933.82				

- b) Approval of payments:** The Council reviewed the pending payments and approved those without prior minuted/regular payment approval.
- c) Q1 Budget Review:** I. Duff questioned the grass cutting costs, L. Lloyd confirmed that the missed cut in May and slightly longer spacing in between cuts accounted for the large variance for Q1. Please see attachment 3 for the full report.
- d) Bank Reconciliations for April, May and June 2021:** P. Dixon confirmed he has reviewed and approved the bank reconciliations for Q1 as all is in order.
- e) Bank Progress:** L. Lloyd reported that she has completed the Bank Mandate form and had her forms of ID certified. The form now needs signing by D. Button and J. Elliott before returning to the bank.
- f) Internal Audit Report – Response to Recommendations:** Nothing to report this month

**10. Items for report and inclusion on the August agenda.**

- Internal Audit Report – Response to Recommendations
- Trees along FP5
- Oxfordshire 2050 Plan consultation

The meeting closed at 9.17pm. The next Parish Council meeting will be on 12<sup>th</sup> August 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:

Title	District Councillor's Report
Author	Cllr Anne-Marie Simpson
Parish	East Hagbourne Parish Council
Date	15 July 2021

### COVID

Regular testing and completing the vaccination programme remain part of the nation's long-term plan for living with COVID-19. The national situation is clearly moving from rules and roadmaps to personal responsibility and common sense, which makes our communications more challenging.

So please do help us spread this testing message as well as encouraging people to take up the offer of a first vaccination.

More walk-in clinics will be available to those aged 18 or over for first dose vaccines:

- Iffley Road Sports Centre, Acer Nethercott Hall, Iffley Rd, Cowley, Oxford OX4 1EQ, Tuesday 6 July - Friday 9 July, 9.30am to 7.30pm. The last entry is at 7pm apart from Friday 9 July which closes at 6pm, last entry at 5.30pm. Enter via pedestrian walkway from Iffley Road, not from Jackdaw Lane.
- East Oxford Health Centre, Manzil Way, Cowley OX4 1GE on Saturday 10 July, 9am - 5pm.

A further site at Mansfield College will be confirmed later this week. All the latest on walk-in clinics can be found at [oxfordshireccg.nhs.uk](http://oxfordshireccg.nhs.uk)

No appointment is necessary, and no proof of identity is required (although helpful) to allow people aged 18 or over to 'grab a jab.'

### Councillor Community Grant Scheme

This year SODC will be launching its councillor grant scheme on Friday 16 July. There's some changes since the last scheme, such as moving to a ward based approach for decision making and opening for two rounds instead of one. To make sure you're up to speed with the changes before we invite applications to the scheme - please read the new [2021/22 policy here](#).

For more information contact the [community enablement team](#).

### Local Plan 2035

The council has received notification that the Court of Appeal has refused permission for Bioabundance CIC to appeal the recent High Court decision related to the Local Plan 2035.

The appeal had come after the Community Interest Company's failed application for a judicial review against the Council's decision to adopt the Local Plan 2035. The application for a judicial review was refused by the High Court in April.

### Oxfordshire 2050 Plan

The Oxfordshire 2050 Plan is a Joint Statutory Spatial Plan which once adopted will form part of the Development Plan for five councils in Oxfordshire (South Oxfordshire, Vale of the White Horse, Oxford City, Cherwell and West Oxfordshire). It will provide a long-term (30 years from 2020-2050) overarching and high-level spatial planning framework for Oxfordshire.

I joined the Oxfordshire 2050 Plan subgroup of the Growth Board in May 2020 I have seen the Plan change considerably for the better to respond to the climate emergency and environmental and ecological protection and recovery, thanks to input from current councillors and from other groups and residents that have been consulted through the 'Open Thought' engagement the Board created.

The Oxfordshire 2050 Plan (Regulation 18) is on track to go to the five councils for approval this month, prior to a 10-week public consultation starting 30 July. It went before Joint Scrutiny (South & Vale) on 13 July and will go to South Cabinet on 22 July.

This Plan is ambitious and exciting with important decisions to be made so please do take the time to respond to this online consultation. The Oxfordshire 2050 team will be sending a bundle of documents, summary leaflets and a response forms (for those who may not have digital access) to Towns and Parish Councils in due course, and there are a series of webinars taking place during the consultation period in addition to communication through social media. Accessibility to the consultation has been given high priority and if you have any feedback regarding this following the launch of the consultation, do please contact me and I can raise it with the team.

### **New air quality website for the county - they want your views**

SODC have been working with Oxford City Council, the county council and the other districts on a countywide air quality community website to help raise awareness of air pollution. The city council received £162,500 of funding for the website and is leading the project.

Once developed, the website should provide air quality evidence, information and advice in a simple and accessible manner to all Oxfordshire visitors and residents. This week the city has launched a consultation asking local people for their views on what they want from the new website.

The consultation is [here](#) - the deadline to submit your comments is 5 September.

### **Oxfordshire Electric Vehicle Infrastructure Strategy**

The timeline for the county council's roll-out of the Oxfordshire-wide Park and Charge scheme has been extended, and we now expect it to launch in our districts in late autumn or winter. This short delay is partly to ensure the newly launched pilot of the scheme in Bicester can go through sufficient real-world testing to ensure the best possible user experience.

### **Hiring out land: Covid-19 safety measures for landowners**

It's important that landowners are up to date with the current Covid safety regulations for hiring out their land now that we've reached Step 3 of the government's roadmap out of lockdown. This includes parish councils, who must help ensure that the hirers of their land are fully aware of their roles and responsibilities under the Health and Safety at Work etc Act 1974 and the current coronavirus regulations.

Event holders and landowners should get in touch with the SODC Licensing team as soon as possible about their planned activities to ensure they are managed in a Covid secure way.

Landowners should refer to the latest version of the [working safely sector guidance](#), which includes 'visitor economy guidance' for fairgrounds, events and shows.

Guidance on all types of events and information about the Safety Advisory Group can be found on our websites, along with lots of other useful links and guidance:

[South website](#)

Landowners can also get advice for any events held on their land by emailing [events@southandvale.gov.uk](mailto:events@southandvale.gov.uk)

### **TV licensing for the over 75s**

Please help spread the word that free TV licences for 75s is coming to an end on 31 July – it was extended from 1 August 2020 because of Covid-19. TV Licensing will be writing to the 260,000 relevant households across the whole country who have not yet made arrangements for their licence to inform them that if they do

not get in touch then their licence expires at the end of the month.

People are wary of scam emails and letters throughout the pandemic, however if they haven't paid their TV licence then such a letter is likely to be genuine. They can call 0300 790 6151 or [tvl.co.uk/75pay](http://tvl.co.uk/75pay) to find out more.

### Sewage Spills into Thames

Many of us have spent time by or on our rivers during lockdown and may be concerned about the level of sewage discharges into them throughout the year.

Individuals or the Parish Council can make a request for information on sewage discharges by Thames Water by emailing: [EIR.Requests@thameswater.co.uk](mailto:EIR.Requests@thameswater.co.uk)

You should narrow your request to a specific timeframe – eg 1 January 2021- 31 March 2021 - and request EDM spill data for a particular sewage treatment asset, eg Goring, Pangbourne, Didcot, Benson/Crowmarsh etc.

A request for information might therefore look like this: "I would like to request EDM data on spills between 1 January 2021 and 30 June 2021 for Benson treatment works." Thames Water will respond within 28 days with your information.

## ATTACHMENT 3: Q1 BUDGET MONITORING REPORT

Income	Actual 2020/21	Budget 2021/22	3 Months to 30 June		
			Budget	Actual	Variance
Precept	30956	30956	15478	15478	0
Lease Income	1465	1465	0	0	0
Wayleaves	53	56	56	55	-1
Allotments	826	760	760	767	7
Cemetery Contribution	634	640	160	159	-1
Interest	1	4	1	1	-0
Pavilion insurance recovery	500	500	500	500	0
Standing Order PCC Gen	4	0	0	0	0
<b>Total</b>	<b>34439</b>	<b>34381</b>	<b>16955</b>	<b>16959</b>	<b>4</b>
<b>Expenditure-Revenue items</b>					
Clerk Remun.	-9300	-8350	-2088	-2020	68
Payroll Management Costs	-440	-235	0	0	0
Office Expenses & Clerks Travel	-653	-250	-63	0	63
Subscriptions	-394	-500	-500	-466	34
Website	-602	-605	-150	-90	60
Training Courses	-134	-600	-150	0	150
Meeting Room Hire	-117	-520	-130	-36	94
Insurance	-1347	-1375	-1375	-1386	-11
Audit Costs-External	-200	-400	0	0	0
Audit Costs-Internal	-250	-300	-300	-285	15
Legal Expenses	-175	0	0	0	0
PC Election Costs	0	0	0	0	0
Car Park Repairs	0	0	0	0	0
Car Park Electricity	-154	-175	0	0	0
Play Equipment Inspection	-79	-80	0	0	0



Pav Repair and Maintenance	0	0	0	0	0
Pavilion Sundries	0	0	0	0	0
Grass Cutting and Plants	-2010	-3260	-815	-215	600
Bench Refurbishment	0	0	0	0	0
Defibrillator Costs	-62	-235	0	0	0
Dog Bin Emptying	-2262	-2300	-575	-392	183
Dog Bin Costs	0	0	0	0	0
Butts Piece Lease	-684	-725	0	0	0
Signage	0	0	0	0	0
Allotments	-340	-260	-65	0	65
Loan Interest	-1123	-900	-450	-468	-18
War memorial repair	0	0	0	0	0
<b>Total</b>	<b>-20325</b>	<b>-21070</b>	<b>-6660</b>	<b>-5358</b>	<b>1302</b>
<b>Non regular Revenue items</b>					
Incomings-Village Grants	650	0	0	0	0
Incomings - Legal	1	0	0	0	0
	<u>651</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Outgoings</b>					
Contingency/Uninsured Costs	0	-1000	-250	0	250
Donations and Grants	-861	-1000	-250	0	250
Benches & Defib Cabinet	0	0	0	0	0
Loan Capital	-10649	-11000	-5500	-5418	82
	<u>-11510</u>	<u>-13000</u>	<u>-6000</u>	<u>-5418</u>	<u>582</u>
<b>Annual Surplus/(Deficit)-Revenue</b>	<b>3254</b>	<b>311</b>	<b>4295</b>	<b>6184</b>	<b>1889</b>

Contract charges.