

EAST HAGBOURNE PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING DULY CONVENED AND HELD ON THURSDAY 24TH JUNE 2021

1. ATTENDANCE, APOLOGIES AND DECLARATIONS OF PECUNIARY INTEREST:

Present were Chairman I. Duff and Councillors P. Dixon, J. Elliott, D. Rickeard and C. Shaikh. D. Button (7.40pm arrival)

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

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

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

2. PUBLIC FORUM AND QUESTIONS: The member of public present enquired about item 6.f) Future use of the land to the south of Kingsholm Close. It was agreed that this agenda item would be moved and be dealt with first under items for discussion, along with any resulting questions.

3. CONFIRMATION OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 6TH MAY 2021:

The minutes of the meeting on 6th May 2021 were approved by Council and signed by I. Duff.

4. REPORTS FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLORS: I. Duff noted receipt of A-M Simpson's District Councillor's report (attachment 2) and drew attention to notice about the Oxfordshire 2050 plan that was scheduled to go out for public consultation at the end of July. The South Oxfordshire Town & Parish Council Climate Forum listed was attended by C. Topping on behalf of the Parish Council and a link to the resulting documentation were circulated to councillors prior to the meeting.

5. ACTIONS FROM PREVIOUS MEETINGS:

2019-04-03 Main Road 20mph speed limit: Nothing to report.

2019-04-04 Village Gateways: C. Shaikh reported that the signs will be ready in 2-3 weeks after signing off the final design today. The Gateways have a lead time of approximately 4 weeks, possibly less. Oxfordshire County Council (OCC) need an address to collect the signs and gates from before they can schedule the works. In the absence of C. Gover who may be able to accommodate, I. Duff agreed to be a backup to store the items once delivered. It was further agreed that on confirmation of the storage address, L. Lloyd would inform J. Beale at OCC.

2020-10-01 Definitive Map Modification Order (DMMO) Application: L. Lloyd reported that the full application has now been formally submitted and she is awaiting details of the next step in the application process.

2020-11-01 Dangerous Trees on Footpath 197/8: L. Lloyd reported that J. Murphy has been informed of this ongoing issue and has escalated this in an effort to prompt action.

2021-05-01 Pavilion Foul Drainage: It was agreed that this would be discussed under 6.d)

6. ITEMS FOR DISCUSSION/DECISION:

f) Future use of the land to the south of Kingsholm Close – I. Duff reported on developments since the May meeting. Initial discussions concerned potential use of the land as an open/wild area and a document was sent to the Locktons with a proposal for this. The Locktons have since replied suggesting that the southern half of the land could be gifted to the council if it was able to support a planning application to extend Kingsholm Close. I. Duff proposed a short response confirming that the Parish Council does not engage in discussions of this kind concerning support for planning applications prior to submission in return for offers of land or other inducements. This response was approved by councillors. The member of public thanked the council for the explanation and commented that the area is not being maintained by the owners at present.

a) Planning Applications including:

- i) **34 Main Road appeal:** I. Duff confirmed that although there has been no progress with the appeal, new owners have now moved in and were aware of the appeal prior to the purchase. They would prefer to have a hedge and have installed screening for privacy. It was agreed that L. Lloyd would chase the case officer again to establish when a final decision may be made.
- ii) **P19/S0357/RM Site adjacent to the village hall:** I. Duff reported that he has been in touch with C. Ormond who has spoken with S. Handy about the S73 application. It was confirmed that this has still not been submitted. The culvert clearing arranged by Deanfield Homes removed c. 50 tonnes of debris at a cost of around £30,000, and it was noted that the drainage report has now been uploaded to the planning portal. D. Rickeard noted that when conversations on the housing types commence with Deanfield Homes, there are a number of additional items including bird nesting opportunities that should be included in the discussions. I. Duff confirmed that he had already approached Deanfield Homes to arrange a meeting with them when they take over the site from M&M. House design and items like nesting boxes would be included in these discussions.

I. Duff noted that there have been two applications for a Certificate of Lawful Development which the parish council have not been invited to comment on - **P21/S2013/LDP** for a rear extension at 12 Bishops Orchard and **P21/S1563/LDP** for a rear extension at 47 New Road.

In addition the following applications were discussed:

P21/S2287/HH 2 Coscote Cottages are seeking to build a single storey rear extension, I. Duff proposed posting a response with no objections and the council agreed to this proposal;

P21/S2403/FUL Rear of 12 New Road – Seeking planning permission to build a 4-bedroom house in the rear garden with access from Little Langlands. On speaking with residents of Little Langlands it is clear that there is a ransom strip of land and access will not be possible as outlined in the current application. I. Duff recommended that the Parish Council should object and noted that this could mean that a revised plan may be submitted. D. Rickeard agreed that the Parish Council should object on the grounds that there is no right of access noting that if this is not clearly brought to the case officer's attention, permission could be granted without a suitable right of access. It was agreed that I. Duff will draft a response and circulate to councillors prior to submission.

b) Community Projects including:

- i) **Sustrans Art Benches:** D. Rickeard reported that the rectification works on the poem bench have been delayed until 9th July due to bad weather when J. Capone-Taylor had originally scheduled the work. Sustrans are looking into the carving of the poem lettering, which would take place after the cleaning is complete.
- ii) **Benches and waste bin at Butts Piece including:**
 - i) **Update on usage following installation in early June:** I. Duff confirmed that the benches and bin are being well used and all feedback so far has been positive.
 - ii) **Approval of the addition of the new waste bin to the asset register at a value of £142.95:** Councillors resolved to add the new waste bin to the asset register.
 - iii) **To note that the total cost for the waste bin including installation was £277.95:** L. Lloyd confirmed that due to slightly higher than anticipated costs of £142.95 for the bin and £135.00 for installation, the total slightly exceeded the approved £275.00.

c) Dog Waste Bin contract: To discuss how to move forward following the recent unreliability of Scoop Dotty Dog's collections including considering quotes from two alternative contractors to enable a replacement contractor to be appointed.

Contractor A: £6.90 per bin for weekly collection

Contractor B: £5.65 per bin for weekly collection:

Following circulation of a report detailing the situation, Contractor B (Pet Waste Solutions) was approved to empty the Dog Waste bins and the general waste bin on Butts Piece. It was agreed that L. Lloyd would instruct them to commence with immediate effect.

- d) **Pavilion Foul Drainage Issues:** I. Duff reported that following further advice from both the insurers and Slade Legal, it is looking likely that re-routing the drain will be the most practical and cost-effective solution to the issue. I. Duff noted that we should be seeking three quotes. D. Rickeard clarified that the job essentially has three parts – drawing up the new drainage plan, groundworks and the application to Thames Water for a public sewer connection (fixed cost). It was agreed that L. Lloyd would speak to M. Mullins to clarify potential timescales and seek quotes from other contractors who could undertake the work within a reasonable timeframe.

- e) **Upkeep of Village Footpaths and Pavements:** J. Elliott reported that the uncut verges along Blewbury Road are now causing visibility issues and restricting pathways due to recent growth. After discussion, it was agreed that the verges should be cut back for safety reasons, either by the residents or the grass cutting contractor who is due to cut the village grass in the coming week. There are also concerns regarding hedges that are encroaching on useable areas of pavement, in particular around the corner of Blewbury Road along to 1A. It was agreed that a list of issues would be drawn up for L. Lloyd to follow up, both with a social media reminder to all residents and letters to specific owners as required.
- g) **Clean Slate - to consider making a donation of up to £100:** I. Duff asked for views on the donation request, circulated ahead the meeting. Clean Slate provide long term emotional support for survivors of abuse in Oxfordshire. It was agreed that this is a worthwhile cause in the local area and the council resolved to make a donation of £100.00, in accordance with its powers under Section 137 (S137) of the Local Government Act 1972.

7. ITEMS FOR REPORT:

- a) **East Hagbourne Sport and Recreation Committee:** D. Button reported that he has received an invitation to apply for an additional grant from SODC. D. Rickeard commented on A-M Simpson's report item concerning hiring out land and noted that EHS&RC are following Covid guidelines in line with ACRE so SODC's assistance to comply is not required at the moment. The report seems to refer to larger scale events rather than the level of hire at the Pavilion.
D. Button confirmed that some regular bookings are now being taken, including additional football matches mentioned at the last meeting. D. Rickeard and J. Symonds have been reorganising the storage to accommodate the additional requirements.
- b) **Cemetery Committee:** D. Button commented that there has been quite a bit of Facebook traffic due to grass cutting issues at the cemetery. This has now been resolved although it is still unclear why the cut was missed in May. The improvements carried out by Terry Taylor have been completed and have been well received. Some maintenance works have been carried out in the old cemetery by a group of volunteers, but there have been no further communications between the Cemetery Committee and PCC at this stage.
- c) **Employment Committee:** D. Button reported that the clerk's Annual Review has now been completed.
- d) **Butts Piece Allotments:** D. Button noted that a new fence is being installed on the boundary of the Harwood Road property adjacent to the allotments. It was noted that SOHA should be chased again regarding the need for fencing at the Wilcher Close end.
- e) **Community Speedwatch:** I. Duff confirmed that R. Bartlett is in contact with Thames Valley Police but as yet no dates have been set for the next session.
- f) **East Hagbourne Community Support Group (Coronavirus):** Nothing to report.
- g) **Didcot Garden Town:** Nothing to report.
- h) **Flood Group:** L. Lloyd noted that the village hall car park suffered from standing water during the recent heavy rains but drained away reasonably swiftly.
- i) **Oxfordshire Growth Board:** Nothing to report.
- j) **Neighbourhood Plan:** Nothing to report

8. Correspondence:

L. Lloyd reported that Facebook users have been active since the last meeting and the following issues have been responded to:

- A report of milky stream water at the Fieldside end to Hakkas Brook – the person posting on Facebook had contacted Thames Water who in turn advised the EA. The stream was clear later that day.
- Overflowing dog waste bins have understandably been reported given the issues we have had with the contractor. Explanatory responses have been given, although many of the comments relate to the lack of responsibility of the dog owners rather than the bins themselves.
- Lack of cemetery grass cutting – again due to contractor issues.
- Reports of a lady camping in a tent on the open area of Butts Piece today, which will be monitored.

- Two large bags of rubbish including disposable BBQ items and a lot of packaging have been discarded next to the large dog waste bin. This has been reported on FixMyStreet as fly tipping.

I. Duff reported that J. Murphy has been made aware of the damaged verge at Coscote Cottages, which was the subject of a brief discussion earlier this year. She is looking into whether this can be resolved by OCC.

I. Duff noted the letter to town and parish councils from A. Duffield, Head of Planning, in the South News June communication. It was agreed that it should be circulated to councillors as it shows a good level of engagement.

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 |
| Oxfordshire County Council | Installation costs for Gateways | Online Payment - DB / DR | £713.67 | £142.73 | £856.40 | 17/05/2021 |
| Grundon Waste Management | Cemetery Bins - April | DD | £32.17 | £6.43 | £38.60 | 25/05/2021 |
| Dark White Digital | Website hosting May 2021 | Online Payment - DB / CG | £30.00 | £0.00 | £30.00 | 25/05/2021 |
| Andrew Keith Barmer | Gateway Sign Design | Online Payment - DB / CG | £50.00 | £0.00 | £50.00 | 25/05/2021 |
| ONPA | Annual Membership 2021/22 | Online Payment - DB / CG | £50.00 | £0.00 | £50.00 | 25/05/2021 |
| Roadware Ltd | Pickwick open top bin (Butts Piece) | Online Payment - DB / CG | £142.95 | £28.59 | £171.54 | 25/05/2021 |
| Scoop Dotty Dog | Dog waste bins April 2021 (4 collections) | Online Payment - DB / CG | £174.20 | £0.00 | £174.20 | 25/05/2021 |
| Laura Lloyd | May Salary | Online Payment - DB / CG | £673.24 | £0.00 | £673.24 | 25/05/2021 |
| Public Works Loans | Loan PW502636 | DD | £3,424.76 | £0.00 | £3,424.76 | 01/06/2021 |
| BGG Garden and Tree Care Ltd | Village and Cemetery cut 01/05/2021 | Online Payment - DB / DR | £275.00 | £55.00 | £330.00 | 03/06/2021 |
| Public Works Loans | Loan PW505533 | DD | £2,461.17 | £0.00 | £2,461.17 | 07/06/2021 |
| Grundon Waste Management | Cemetery Bins - May | DD | £21.31 | £4.26 | £25.57 | 22/06/2021 |
| Dark White Digital | Website hosting June 2021 | | £30.00 | £0.00 | £30.00 | Pending |
| IAC Audit | Internal Audit for 2020/21 | | £285.00 | £57.00 | £342.00 | Pending |
| J Capone Property Maintenance | Installation of benches and waste bin at Butts Piece | | £437.60 | £0.00 | £437.60 | Pending |
| L. Lloyd | June Salary | | £673.24 | £0.00 | £673.24 | Pending |
| | | | | | | |
| b) Receipts since last meeting | | | | | | |
| From | Item | Amount | Date | | | |
| HMRC | VAT Refund | £1,245.69 | 06/05/2021 | | | |
| Barclays | Interest on business savings account | £0.84 | 07/06/2021 | | | |
| Reeves Memorials | 2nd inscriptions for Roberts A087 and Osborne E145, Hill F156 memorial | £253.00 | 09/06/2021 | | | |
| | | £1,499.53 | | | | |
| | | | | | | |

| c) Accumulated Account Balances (reconciled as of last bank statement through 24/06/2021) | | | | | | |
|---|--|------------|--|--|--|--|
| | | | | | | |
| Barclays Community Account | | £14,793.91 | | | | |
| Barclays Business Savings Account | | £50,113.96 | | | | |
| Total | | £64,907.87 | | | | |
| | | | | | | |
| d) The Special Project Balances (as of 24/06/2021) are: | | | | | | |
| | | | | | | |
| Planned Development Support Fund | | £5,303.15 | | | | |
| Cemetery | | £11,044.15 | | | | |
| 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 | | £9,713.27 | | | | |
| | Total | £29,484.27 | | | | |

b) **Approval of payments:** Councillors approved pending payments.

c) **Bank Progress:** It was noted that Barclays does not keep a record of payment authorisations, although councillors' email trails can be used to record authorisations. D. Button confirmed that he had a very useful conversation with Barclays and the council now has a new Bank Mandate form for completion. L. Lloyd has the forms and needs to get her ID documents certified before handing back to D. Button and J. Elliott for signing.

d) **Internal Audit Report – Response to Recommendations:** D. Button confirmed that this is still pending and will be addressed at the next meeting.

10. Items for report and inclusion on the July agenda.

Internal Audit Report

The meeting closed at 9.43pm. The next Parish Council meeting will be on 15th July 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 |
| 2021-05-01 | Pavilion Foul Drainage | LL | In progress |

ATTACHMENT 2:

| | |
|---------------|--------------------------------------|
| TITLE | DISTRICT COUNCILLOR'S REPORT |
| AUTHOR | CLLR ANNE-MARIE SIMPSON |
| PARISH | EAST HAGBOURNE PARISH COUNCIL |
| DATE | 24 JUNE 2021 |

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.

The Oxfordshire 2050 Plan Reg 18 pt 2 is on track to go to the five councils for approval in July, prior to a 10 week public consultation expected to start at the end of July.

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.

EU Settlement Scheme

Please help to spread the word that the EU Settlement Scheme deadline is 30 June 2021. The scheme allows EU citizens to apply for settled or pre-settled status, protecting their existing right to work and live in the UK and so we're helping to raise awareness of this on social media.

Settled or pre-settled status will be given dependent on how long the individual has been living in the UK. It will set out their rights going forward. If someone doesn't apply, they may lose their right to stay in the UK.

Head to [gov.uk/eusettlementscheme](https://www.gov.uk/eusettlementscheme) for more advice and guidance on who needs to apply.

Proposals for new Parliamentary constituency boundaries

The Boundary Commission for England (BCE) has published its initial proposals for new Parliamentary constituency boundaries and launched an eight-week consultation, which closes on 2 August 2021. People can comment on a range of issues such as where the proposed new boundary lines are to the names of the constituencies.

You can view the proposed changes for the south east on [the Boundary Commission website](#). In particular, we would draw your attention to numbers 28 and 41-45 which detail proposals for Oxfordshire.

In summary, these include:

- increasing the number of constituencies in Oxfordshire from six to seven
- making relatively minor changes to the Henley and Oxford East constituencies
- significantly reconfiguring the Wantage constituency, which would become more compact. It would also be renamed Didcot and Wantage to reflect its two main population areas.
- allowing Oxford city centre to be configured together in Oxford West and Abingdon, which will be made more compact by transferring two northern wards to the Bicester constituency
- a Bicester constituency containing the eastern half of Cherwell district (including the village of Kidlington), as well as extending west to include the town of Woodstock in West Oxfordshire
- a Banbury constituency that is now oriented south-westward, crossing the local authority boundary into West Oxfordshire, and would include the town of Chipping Norton
- a Witney constituency comprising the remaining wards of West Oxfordshire.

Cornerstone Arts Centre in Didcot

The first phase of re-opening is the café, which is scheduled to take place on 21 June. We aim to open the centre fully on 7 September.

As you know, Cornerstone has been central to our Community Hub's response to supporting our most vulnerable residents through the pandemic. Thankfully, that need has decreased, allowing us to make space so we can begin the exciting work of preparing the centre for reopening.

As part of our work to plan an exciting new Cornerstone programme, we are inviting everyone to let us know what kind of events they would like to see at the centre and how they would like to use the centre in the future – to have your say [complete our online survey](#)

Town and Parish Council Forums

The two sessions held recently, on Assets of Community Value and on The Climate and Ecological Emergencies were very well attended and there was a lot of positive feedback received.

Councillors may be interested to know that the meeting on the Climate Action Plan held on 27th May was recorded so can be watched at a future date.

We'd like to know what you thought of the sessions we've had so far, what future topics you would like the events to cover and how we can make them more suitable to your needs. So we'd be grateful if you would complete this survey <https://survey.southandvale.gov.uk/s/townandparishforumyourfeedback/>

Please note that the deadline for completing this survey is midday on 6 July 2021.

Once the survey has closed, the responses will be reviewed and any comments raised will help us decide on the format and topics in future forums.

If you have any queries about the town and parish forums, please contact communityenablement@southandvale.gov.uk

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