

## EAST HAGBOURNE PARISH COUNCIL

### MINUTES OF THE ANNUAL PARISH COUNCIL MEETING DULY CONVENED AND HELD ON THURSDAY 9<sup>TH</sup> DECEMBER 2021

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

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

Apologies were received from J. Murphy and A-M Simpson.

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 11<sup>TH</sup> NOVEMBER 2021:

The minutes of the meeting on 11<sup>th</sup> November 2021 were approved by Council and signed by I. Duff.

#### 4. REPORTS FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLORS:

I. Duff referred briefly to the report circulated by A-M Simpson earlier today, please see attachment 2.

#### 5. ACTIONS FROM PREVIOUS MEETINGS:

**2019-04-03 Main Road 20mph speed limit:** See item 6.b)

**2020-11-01 Dangerous Trees on Footpath 197/8:** L. Lloyd reported that J. Murphy has been chasing this since the last meeting. A response was received earlier this week confirming that progress with costing and appointing a contractor has been hindered by the recent wind damages which have taken priority in recent weeks. A further update on this is anticipated by the end of this week.

**2021-11-01 Greenmere Track trees:** D. Rickeard reported that the works have now been completed. On speaking with the team working on the trees, it was confirmed that they had also carried out the tree work along New Road for OCC in order to clear the footpath following the high winds. L. Lloyd received confirmation from OCC that, as the trees are on land that is not owned by them, it is the responsibility of the landowner to clear the pile of branches. BGG kindly agreed to do this at no charge when they next passed, and this has now been done.

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

a) **Deanfield development site adjacent to the village hall:** I. Duff reported that the S73 consent should be finalised before Christmas. There is a meeting arranged between Deanfield Homes and Penny Silverwood on 11<sup>th</sup> January to discuss outstanding issues with the aim of obtaining approval for the planning application by the end of February 2022. The hoarding installation has been postponed until just before works begin on the site. D. Button queried what arrangements have been made for monitoring safe passage of school children across the front of the site when accessing the school sports field.

#### b) 20mph speed limit:

i) **Discussion regarding options to move forward with the 20mph limit:** I. Duff reported that he had met with J. Beale in the village to discuss the 20mph speed limit situation. Two options are now possible – pay for the consultation now to ensure East Hagbourne benefits from the money available for signage as soon as it is made available, or join the other parishes on the waiting list which could lead to a delay of 12 months or more. D. Button queried what signage would be provided – I. Duff confirmed that the existing 30mph signs near the school would be replaced with 20mph signs, two new signs would be installed on Main Road just after the lower cross, and small repeater signs would be placed through the village using already existing posts. D. Button also asked for clarification on whether there will be any enforcement of the 20mph speed limit once it is in place. This is not clear but with the shifting attitude towards the 20mph limit it is believed that Thames Valley Police will actively enforce this.

ii) **Proposal to allocate up to £3,500 to pay for an OCC consultation which would enable East Hagbourne to benefit from 20mph signage installation as soon as the money is released to**

**finance the scheme:** There were some concerns raised regarding the benefit of the expenditure at this stage. It was noted that the Parish Council has been liaising with OCC for more than ten years on this matter without success. There has been strong support in the past from residents for a lower speed limit without the need for traffic calming measures. I. Duff proposed that the confirmed sum of £3,225 should be spent on the consultation, which would be confirmed before Christmas with the consultation taking place in January. It was agreed that CIL money would be used to cover this cost. This was agreed by a vote of 6 for to 1 against.

- c) **Natural England – AONB information:** L. Lloyd confirmed that initial efforts to obtain information on submitting an application for an extension for the North Wessex Downs AONB have been unsuccessful, as the focus is currently on the Chilterns AONB review. This will be followed up. It was suggested that C. Topping or our MP may be able to clarify and progress things further.
- d) **Allotments: Budget and Fees:** D. Button confirmed that the allotment fees, which were set in 2012 when the allotments were measured and plots set up, should be formally reviewed on an annual basis for audit purposes. The current allotment rental income covers allotment expenditure and contributes to the parish council budget in the region of £500 per year. This goes in part towards the Butts Piece land rental and also offsets the initial £12,000 expenditure the Parish Council paid for the security fencing. The allotment fees will remain the same for 2022-23. The allotments income and expenditure are budgeted within the Parish Council's budget rather than associated with a special fund.
- e) **Parish Magazine – approval of a donation of up to £100:** D. Rickeard proposed that a donation should be made to the Parish Magazine. The council approved making a donation of £100 to support the Parish Magazine running costs using their power under the Local Government Act 1972 s142, as the Parish Council use this valuable resource to publicise the Parish Newsletter and other relevant council information to residents.
- f) **Budget and Reserves for 2022-23 including:**
  - i) **Discussion and approval of 2022-23 Budget:** D. Button explained the general reserve situation to councillors ahead of the budget discussion, referring to a report circulated before the meeting. Councillors approved the budget following removal of a £1000 contingency as this is covered by the general reserve. Please see attachment 3 for the approved budget.
  - ii) **Precept Decision:** It was noted that maintaining the precept for 2022-23 would potentially result in a deficit of £1550 at the end of the 2022-23 financial year, but the general reserve would still be within recommended guidelines. Due to the parish tax base being reduced for East Hagbourne for the coming year, this will result in a very small increase per household towards the Parish Council portion of the council tax. D. Button proposed, C. Shaikh seconded and the council agreed to hold the precept at the rate of £30,956 for 2022-23.

## 7. ITEMS FOR REPORT:

- a) **Planning Applications: P21/S4779/LDE 12 The Croft –** I. Duff reported that there is some confusion within the parish council and SODC as to whether the correct type of application has been made. L. Lloyd has spoken to Kim Gould, the planning officer, who is investigating this further as it is an unusual application. D. Rickeard spoke in support of the Parish Council commenting on the application. L. Lloyd confirmed that she will follow up with Kim Gould to ensure a comment is submitted for the current application if it is relevant.
- b) **East Hagbourne Sport and Recreation Committee:** D. Rickeard reported that the scrub maintenance in the recreation ground has been completed to a good standard. This is likely to need doing every 4-5 years. The actions from the RoSPA report have all been completed. There is a new CO monitor in the community room which is functioning well and quite sensitive. The ventilation unit in the kitchen and one of the roller doors are in need of attention. D. Rickeard will investigate. D. Button has spent time catching up on the invoicing this month. EHS&RC have decided that progressing with the installation of a Grundon skip on the site is not required following conversations with the football teams.
- c) **Cemetery Committee:** D. Button reported that there have been some recent instances where discussions between families/Church/funeral directors have occurred ahead of enquiries being made with the clerk to ensure that an interment can be approved. This has led to issues regarding confirmation of entitlement and the timing of the planned interment falling outside of regulated hours. This is a cause for concern and L. Lloyd will email funeral directors and the Church Benefice to

remind them that approval for a burial *must* be sought ahead of any discussions regarding funeral arrangements (as per the cemetery regulations) and that a reasonable amount of time must be given to confirm entitlement to a plot if required.

- c) **Employment Committee:** Nothing to report.
- d) **Butts Piece Allotments:** L. Lloyd reported on the inaccurate estimated billings from Castle Water, having researched their method for estimating Average Daily Use (ADU). This is based on the last two readings, so will always be seasonally inaccurate for estimated 6 monthly billing periods of Mar-Aug and Sept-Feb which are charged in advance. D. Button and L. Lloyd confirmed that reverting to PAYG billing and providing water meter readings before making payment would be better in the future.
- e) **Community Speedwatch:** I. Duff confirmed that there is a grey box on New Road which provides continuous traffic monitoring for both volume and speed of vehicles directly to OCC. Following an enquiry to OCC, I. Duff received copies of recent data sheets, which are very informative. The Community Speedwatch team will not be carrying out any further speed checking until next year and are still seeking additional volunteers.
- f) **East Hagbourne Community Support Group (Coronavirus):** Nothing to report.
- g) **Didcot Garden Town:** P. Dixon reported that a proposal on the Local Cycling and Walking Infrastructure Plan (LCWIP) should be released in February next year.
- h) **Flood Group:** Nothing to report.
- i) **Future Oxfordshire Partnership:** P. Dixon reported that he was unable to attend the recent meeting so has nothing to report this month.
- j) **Neighbourhood Plan:** D. Rickeard commented on a report from C. Topping who attended the ONPA AGM on 4<sup>th</sup> December. There are a number of items for discussion with Ricardo Rios ahead of the next review of the East Hagbourne Neighbourhood Plan. It was noted that C. Topping is making the initial enquiries with Ricardo Rios.
- k) **Downland Villages Transport Group (DVTG):** D. Rickeard reported on the DVTG Annual meeting which was held on 18<sup>th</sup> November. There is some interest in the community to restart the bus service. The plan is to restart the service between March-June 2022 and assess usage prior to a decision regarding continuation of the service later in the year. There are enough funds to restart the service without a donation at this stage, but it is likely that a donation will be requested for the coming year.
- l) **Definitive Map Modification Order (village hall footpath):** L. Lloyd confirmed that since the last meeting it has been confirmed that an Order is due to be made to officially change the footpath status to a Public Right of Way. This should happen before Christmas and will require a public consultation period before it can be further progressed. If the public consultation period includes the Christmas break, it will be for a period of 56 days instead of the usual 42 days.

## 8. Correspondence:

L. Lloyd reported the following correspondence items this month: Enquiry from Harwood Road resident concerning disposal of brambles.

## 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 No/Online Payment	Amount	VAT	Total	Date
Dark White Digital	November web hosting	O/P Auth: D. Button /D. Rickeard	£30.00	£0.00	£30.00	15/11/2021
Terry Taylor	Eastern Gate repairs (Cemetery)	O/P Auth: D. Button /D. Rickeard	£121.00	£0.00	£121.00	15/11/2021
Pet Waste Solutions	Dog bin Emptying - August	O/P Auth: D. Button /D. Rickeard	£293.80	£58.76	£352.56	15/11/2021

JRB Enterprises	2000 Biodegradable Dog Waste Bags for the community shop	O/P Auth: D. Button /D. Rickeard	£28.96	£5.79	£34.75	15/11/2021
SODC	Dog Bin Emptying 22-30 September 2021	O/P Auth: D. Button /D. Rickeard	£124.20	£24.84	£149.04	15/11/2021
Castle Water	Allotment Water - estimated bill for 01/09/2021-28/02/2022	O/P Auth: D. Button /D. Rickeard	£118.15	£23.64	£141.79	15/11/2021
Grundon Waste Management	Cemetery Bin - October	O/P Auth: D. Button /D. Rickeard	£9.81	£1.96	£11.77	22/11/2021
Royal British Legion	S137 Donation	O/P Auth: D. Button /D. Rickeard	£100.00	£0.00	£100.00	25/11/2021
L. Lloyd	November Salary	O/P Auth: D. Button /D. Rickeard	£673.24	£0.00	£673.24	26/11/2021
PWLB	Loan Repayment 502636	DD	£3,424.76	£0.00	£3,424.76	01/12/2021
PWLB	Loan Repayment 505533	DD	£2,461.17	£0.00	£2,461.17	07/12/2021
EHS&RC	Meeting Room hire 14th October		£25.00	£0.00	£25.00	
EHS&RC	Meeting Room hire 11th November		£25.00	£0.00	£25.00	
Cllr D. Rickeard	Expenses - footpath repairs and land registry documents		£77.63	£4.12	£81.75	
L. Lloyd	December Salary		£673.24	£0.00	£673.24	
Hagbourne Parochial Charities	2nd rental instalment for Butts Piece lease		£346.85	£0.00	£346.85	

**b) Receipts since last meeting**

From	Item	Amount	Date
Gale Estates	Hopfields Rent	£1,465.00	17/11/2021
Reeves Memorials	Campbell D099 memorial additional inscription	£26.00	23/11/2021
Howard Chadwick Funeral Services	Upston EROB and ashes interments x 2 - CM77	£524.00	01/12/2021
Barclays Bank	Interest on business savings account	£1.25	06/12/2021
MJ Didcock Funeral Services	Joyce EROB and full burial	£616.00	06/12/2021

£2,632.25

**c) Accumulated Account Balances (reconciled as of last bank statement through 08/12/2021)**

Barclays Community Account		£54,460.99			
Barclays Business Savings Account		£0.00	Closed on 6th December - balance transferred to current account		
<b>Total</b>		<b>£54,460.99</b>			

**d) The Special Project Balances (as of 08/12/2021) are:**

Planned Development Support Fund		£5,303.15			
Cemetery		£11,197.03			

Community Infrastructure Levy Fund	Received 24/04/19 so requires spending by 23/04/24	£1,905.97				
	Received 30/04/21 so requires spending by 29/04/26	£1,517.73				
	Received 27/10/21 so requires spending by 26/10/26	£3,307.90				
	Total CIL money	£6,731.60				
Community Projects Reserve Fund		£4,943.91				
	<b>Total</b>	<b>£28,175.69</b>				
<b>e) General Reserve (as of 08/12/2021)</b>		<b>£26,285.30</b>				

NB: The general reserve figure (e) has been added to the finance report. This will fluctuate throughout the year but shows non-allocated funds in the reserve at any given time. This is of most relevance at year-end when the general reserve is reviewed as part of the audit process.

- b) **Review and approval of payments:** The Council reviewed the pending payments and approved those without prior minuted/regular payment approval.
- c) **Bank Progress:** L. Lloyd reported that the closing of the Barclays savings account has been successful and the balance has been transferred to the current account. The Parish Council can now progress with the Unity Trust application.

**10. Items for report and inclusion on the January agenda:**

- Annual Parish Meeting plans
- Moving the March meeting date

The meeting closed at 9.12pm. The next Parish Council meeting will be on 13<sup>th</sup> January 2022 at the Pavilion, Great Mead, East Hagbourne.

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

**ATTACHMENT 1: ACTION LIST**

Action No	What	Who	Status
2019-04-03	Main Road 20mph speed limit	ID/LL	In progress
2020-11-01	Dangerous Trees on FP197/8	JM	In progress
2021-11-01	Greenmere Track Tree Works	DR/LL	Complete

**ATTACHMENT 2:**

<b>TITLE</b>	<b>DISTRICT COUNCILLOR'S REPORT</b>
<b>AUTHOR</b>	<b>CLLR ANNE-MARIE SIMPSON</b>
<b>PARISH</b>	<b>EAST HAGBOURNE PARISH COUNCIL</b>
<b>DATE</b>	<b>9TH DECEMBER 2021</b>

**PLANNING ENFORCEMENT**

South Oxfordshire and Vale of White Horse District Councils are in the top 4% of local authorities for planning enforcement performance. This reflects the impressive performance of the enforcement team working under the pressure of a backlog of reported cases that built up during the first covid pandemic lockdown.

At the South and Vale Cabinet meetings on 2<sup>nd</sup> and 3<sup>rd</sup> December respectively, an updated Enforcement Statement was approved that will bring increased clarity and timeliness to both the function and process of enforcement at the councils. It provides information on the role of enforcement, the how and why, what we can and can't do, and takes us through the process with clear steps from a report received through to action taken, based on a triaged harm assessment, to ensure that officer time and resources are used most efficiently and effectively, in line with the legal requirement that any action we undertake is proportionate. Towns and parish councils will receive a letter by email introducing the new statement and copy of it, together with a tailored narrated presentation and explanation around changes made to acknowledge an individual's right to privacy and to comply with GDPR and changes made to the website.

This revised Enforcement Statement brings much needed clarity to our Councils enforcement function which will benefit all residents of our district. The council will maintain its high level of enforcement activity to maintain the integrity of our planning system and planning decisions and the introduction of the triaged harm assessment will reduce the backlog and improve the timeliness of action taken, whilst respecting the right to privacy of all residents.

You can read the new updated planning enforcement statement on [South](#) website.

### Councillor Grants – Round Two

The second round for applying for a Councillor Grant has now opened and will close on 4<sup>th</sup> February 2022. Information on all SODC grant schemes can be found at <https://southoxon.gov.uk/grants>

### SODC Covid Community Hub remains operational

The SODC Community Hub team has continued to provide practical support and advice for residents struggling at the moment, supplementing the excellent work done more locally in our communities. In the first half of November, for example, the Hub has:

- Handled 166 enquiries from residents - most of which have been regarding finances, food and general advice
- Given out 4 food parcels due to loss of income during self-isolation and financial hardship
- Made 95 calls to residents who were self-isolating.

SODC has also made over 250 payments in the last quarter to those who have lost income due to having to self-isolate and paid out £4.8m to businesses using funds provided by central government.

### Q2 2021/22 Corporate Plan Performance Report

The Council publishes a quarterly performance report indicating progress made towards achieving the objectives set out in our Corporate Plan. The report for the 2<sup>nd</sup> Quarter (Jul-Sept) has now been published and can be found on our website at <https://www.southoxon.gov.uk/corporateplan>

## ATTACHMENT 3: BUDGET 2022-23

Income	Budget	To 31/10/21	2021/22		Budget
	2021/22		Est Nov-Mar	Total	2022/23
Precept	30,956	30,956.00	-	30,956.00	30,956
Lease Income	1,465	-	1,465.00	1,465.00	1,465
Wayleaves	56	54.88	-	54.88	55
Allotments	760	781.15	-	781.15	760
Cemetery Contribution	640	369.95	264.25	634.20	665
Interest	4	2.09	2.00	4.09	-

Pavilion insurance recovery	500	500.00	-	500.00	500
<b>Total</b>	<b>34,381</b>	<b>32,664.07</b>	<b>1,731.25</b>	<b>34,395.32</b>	<b>34,401</b>
<b>Expenditure-Revenue items</b>					
Clerk Remun.	(8,350)	(4,712.68)	(3,366.20)	(8,078.88)	(8,500)
Payroll Management Costs	(235)	-	(235.00)	(235.00)	(235)
Bank fees	-	-	(24.00)	(24.00)	(72)
Office Expenses & Clerks Travel	(250)	(51.58)	(180.00)	(231.58)	(250)
Subscriptions	(500)	(466.20)	-	(466.20)	(500)
Website	(605)	(210.00)	(395.00)	(605.00)	(600)
Training Courses	(600)	-	(100.00)	(100.00)	(750)
Meeting Room Hire	(520)	(154.95)	(200.00)	(354.95)	(520)
Insurance	(1,375)	(1,385.57)	-	(1,385.57)	(1,450)
Audit Costs-External	(400)	(200.00)	-	(200.00)	(400)
Audit Costs-Internal	(300)	(285.00)	-	(285.00)	(285)
Legal Expenses	-	-	-	-	-
PC Election Costs	-	-	-	-	-
Car Park Repairs	-	-	-	-	-
Car Park Electricity	(175)	-	(159.49)	(159.49)	(180)
Play Equipment Inspection	(80)	(79.00)	-	(79.00)	(80)
Pav Repair and Maintenance	-	-	-	-	-
Pavilion Sundries	-	-	-	-	-
Grass Cutting and Plants	(3,260)	(860.00)	(2,750.00)	(3,610.00)	(3,160)
Bench Refurbishment	-	-	-	-	-
Defibrillator Costs	(235)	-	(80.00)	(80.00)	(200)
Dog Bin Emptying	(2,300)	(391.95)	(2,750.00)	(3,141.95)	(5,000)
Dog Bin costs	-	(318.29)	28.96	(289.33)	(35)
Butts Piece Lease	(725)	(346.84)	(346.85)	(693.69)	(710)
Signage	-	-	-	-	-

Allotments	(260)	(27.59)	(200.00)	(227.59)	(260)
Loan Interest	(900)	(468.24)	(405.11)	(873.35)	(618)
War memorial repair	-	-	-	-	-
<b>Total</b>	<b>(21,070)</b>	<b>(9,957.89)</b>	<b>(11,162.69)</b>	<b>(21,120.58)</b>	<b>(23,805)</b>
<b>Non regular Revenue items</b>					
Incomings-Village Grants	-	-	-	-	-
Incomings - Legal	-	-	-	-	-
	-	-	-	-	-
<b>Outgoings</b>					
Contingency/Uninsured Costs	(1,000)	-	-	-	-
Donations and Grants	(1,000)	(100.00)	(100.00)	(200.00)	(1,000)
Pavilion Drainage Costs	-	(10,000.00)	-	(10,000.00)	-
Capital Expenditure	-	-	-	-	-
Loan Capital	(11,000)	(5,417.69)	(5,480.82)	(10,898.51)	(11,154)
	(13,000)	(15,517.69)	(5,580.82)	(21,098.51)	(12,154)
<b>Annual Surplus/(Deficit)- Revenue</b>					
	311	7,188	(15,012)	(7,824)	(1,558)
<b>Special Funds &amp; Reserves</b>					
	Opening balances	Income	Expenditure	Closing balance	
CIL Monies Received		4,825.63	-		
CIL Expenditure		-	-	-	
CIL Fund	1,906	4,825.63	-	6,731.63	6,732
Cemetery Fees		1,190.00	2,600.00		
Cemetery Expenditure		(2,415.95)	(1,570.00)		
Cemetery Fund	11,002	(1,225.95)	1,030.00	10,806.19	10,806
Development Fighting Fund	5,303	-	-	5,303.15	5,303

Community Projects Income					
Community Projects Expenditure		(5,675.98)	(650.00)		-
Community Projects Reserves Fund	10,620	(5,675.98)	(650.00)	4,293.91	4,294
<b>Net Income/Expenditure-SF&amp;Reserves</b>	<b>28,831</b>	<b>£ (2,076)</b>	<b>£ 380</b>	<b>27,134.88</b>	<b>27,135</b>
<b>Net Position-Revenue/SF&amp;Reserves</b>	<b>29,142</b>	<b>5,112</b>	<b>(14,632)</b>	<b>19,311</b>	<b>25,577</b>
<b>General Reserve</b>	<b>3,692</b>				<b>2,134</b>
VAT		1,245.69		- 1,245.69	
Laura Lloyd - V2					
09-Dec-21					

#### Budget notes:

1. **Cemetery contribution** income is based on 7.85% of wage
2. The imminent change to Unity Trust Bank means no interest will be generated on savings and bank charges have been added to the budget to cover the monthly fee
3. **Clerk remuneration** has been estimated based on a maximum 3% NJC payrise in 2022 and allowing for max 2% for 2021 when a final decision is made
4. **Subscriptions** budget is based on continuation of SLCC, OALC, ONPA and CFO memberships
5. **Website** costs cover £360 hosting fees, £40 for domain renewal (2 yr renewal due in Jan 2023) plus £200 for additional works
6. **Meeting room hire** is based on 12 PC meetings and 12 Chairman Surgeries plus £50 contingency
7. **Insurance** renewal will be year 3 of a 3-year agreement with Hiscox through Came & Co (minor increase on last year due to index linked sums insured)
8. **Grass cutting and plants** budget allows for the proposed number of cuts and car park hedge trimming as per the BGG contract. usually cuts are less frequent so this allows flexibility to cover tree works should they arise.
9. **Defibrillator costs** will cover a new battery for the community shop defibrillator
10. **Dog bin emptying** costs are for SODC weekly collections (10% increase allowed for)
11. **Contingency/Uninsured costs** has been removed from the 2022-23 budget as per the meeting discussion