

## EAST HAGBOURNE PARISH COUNCIL

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

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

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

Apologies were received from D. Button, C. Shaikh and District Councillor 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 12<sup>TH</sup> AUGUST 2021:

The minutes of the meeting on 12<sup>th</sup> August 2021 were approved by Council and signed by I. Duff.

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

I. Duff referred to the report from A-M Simpson (please see attachment 2) which includes a list of current consultations and an update on the Didcot Gateway.

#### 5. ACTIONS FROM PREVIOUS MEETINGS:

**2019-04-03 Main Road 20mph speed limit:** ON HOLD

**2019-04-04 Village Gateways:** Complete

**2020-10-01 Definitive Map Modification Order (DMMO) Application:** L. Lloyd confirmed there has been no update since the last meeting.

**2020-11-01 Dangerous Trees on Footpath 197/8:** L. Lloyd reported that despite chasing again, there has been no confirmation of a date for works to take place. J. Murphy has been asked for advice on how best to escalate the issue.

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

##### a) Planning Applications including:

i) **34 Main Road appeal:** No further news on the appeal.

ii) **Site adjacent to the village hall:** I. Duff confirmed he has been speaking with the MD of Deanfields, Peter Blades. He queried the site signage which states that the site is called Deanfield Green instead of St Andrew's Park as proposed by MacTaggart and Mickel. It has been confirmed that all Deanfield sites have the company name so this is unlikely to change. The Parish Council hope to meet with Deanfield for an initial discussion in early October which will offer an opportunity to discuss whether aspects of the build can be positively influenced.

I. Duff also noted that two new applications have been recently received; P21/S3702/HH for 41 Blewbury Road and P21/S3799/HH for 12 Harwood Road. I. Duff plans to speak to the applicants and their neighbours in the coming week.

b) **Oxfordshire Plan 2050 consultation:** The ONPA/CPRE webinar on 19 August was attended by P. Dixon, I. Duff, D. Rickeard, and C. Shaikh. I. Duff attended a formal webinar presentation on 8<sup>th</sup> September. D. Rickeard confirmed that he is currently reading through the full report which does have good information on climate change - he confirmed he will send notes to support the draft response which is being prepared by I. Duff.

c) **Community Projects:** I. Duff thanked D. Rickeard for updating the Community Project database, which highlights the progress made in the past year. It was agreed that an important issue moving forward with several of the items is the involvement of Oxfordshire County Council. I. Duff will contact J. Murphy, our OCC councillor, for her support with this. D. Rickeard updated the council on the Art Benches. The restoration works are now complete, but Sustrans are still looking for someone to carry out the work on the carved lettering of the Poem bench. I. Duff reported that residents are keen for the parish council to respond to the online Bus Service Improvement Plan consultation to add weight to the viewpoint from East Hagbourne. D. Rickeard confirmed that a response would be worthwhile

and it was agreed that I. Duff would draft a response to circulate for approval ahead of the 13<sup>th</sup> September deadline.

- d) **Parking on Pavements:** D. Rickeard confirmed that there has been an increase in parking on pavements particularly along Blewbury Road, which is causing issues for pedestrians. Wording for a flyer was discussed at the meeting and approved with a minor adjustment. It was agreed that L. Lloyd will make the amendment and circulate the final version to councillors.
- e) **OALC advice on neighbour access to the recreation ground: Discussion and approval for a letter to residents regarding permissive right of access:** I. Duff reported on the most recent OALC monthly update which highlighted the need to remind adjacent residents that the parish council grants permissive access rights to the recreation ground. D. Rickeard proposed not to take any formal action, but that Council should reaffirm its consent to direct pedestrian access to the Recreation Ground by neighbouring residents in Ryman's Crescent and New Road during the times it is open to the general public. This was agreed.
- f) **Hagbourne United Football Club's potential defibrillator purchase – council consideration:** D. Rickeard reported that the football club has enquired about the possibility of having their own defibrillator on site for HUFC use. The Football Foundation has a current defibrillator campaign but HUFC don't meet the criteria. They are considering purchasing one that is kept in the changing rooms, for their own private use. It was agreed that the council would have no issue with this proposal. C. Gover mentioned that perhaps events at the pavilion could request access to this defibrillator if it is installed.
- g) **Pavilion Foul Drainage – update on the drainage re-routing work:** D. Rickeard confirmed that there is a team of 3 working on the drainage re-routing, currently working in the road and causing minimal disruption.
- h) **Upkeep of Village Footpaths and Pavements: L. Lloyd confirmed that she has emailed the owner of** Grange Farmhouse and copied in Mandy Bell of OCC for assistance, but she no longer works at OCC. Stephen Watkins is M. Bell's replacement and would be the contact to ask for guidance if the owners need it in the future. I. Duff confirmed that he is happy to speak with the owner of Grange Farmhouse about the hedge on the Blewbury Road bend. I. Duff commented on the poor state of the pavements and roads in the parish and confirmed that he has flagged the issue with J. Murphy of OCC. I. Duff also confirmed that the cutting back of lavender at 34 Main Road is still pending. J. Elliott noted that the gutters and drainage system is very weedy and needs attention.
- i) **Quotation from BGG to maintain the trees along FP5:** D. Rickeard confirmed that the quote for this work is £2,100 which is partly due to the lack of previous attention, The quote includes crown raising and shaping along the tree line, removal of 2 dead chestnuts and bramble clearance of vegetation and brambles under the trees. This is a significant cost and an annual cut would be needed to keep the brambles under control. C. Gover noted that there are grants available that could potentially fund new trees to fill the gaps. The council agreed that this quote should be added to the October agenda for discussion and approval.

## 7. ITEMS FOR REPORT:

- a) **East Hagbourne Sport and Recreation Committee:** D. Rickeard reported on a BGG quote covering two jobs within the recreation ground. One is for removal of trees at the rear of 77 New Road which are causing issues for the resident. The first part is for £325.00 and includes the removal of the trees along the fence line and pruning of the cherry. The second part is for £868.00 and includes cutting back the brambles alongside the football field, raising the crown of trees alongside the field and maintenance of the wilder area near the pavilion. I. Duff queried whether or not district council approval is needed for removal of larger trees, and agreed to speak with his tree surgeon. D. Rickeard confirmed that the costs would be paid by EHS&RC. The council agreed that EHS&RC could proceed with both jobs, after speaking with the resident of 77 New Road and clarifying the tree status.

The RoSPA playground inspection report has been received with some minor observations noted including erosion of ground by the entrance gates, and lifting edges of the wet pour surfaces. There were no items requiring immediate attention.

The proposal to have a Grundon Bin on site is moving forward and should be in situ by Christmas.

- b) **Cemetery Committee:** D. Button circulated a report before the meeting. I. Duff noted the £650.00 quote for the tree line belonging to the PCC, including the removal of three dead trees and raising of the canopy to 4m above the graves in the new cemetery. Efforts to communicate with the PCC have

not been successful so D. Button suggested in his report that the Cemetery Committee should proceed and pay for the tree works before trying to engage with the PCC again to discuss.

The exhumation request in August has resulted in L. Lloyd making enquiries to the Institute of Cemetery and Crematorium Management, The Oxford Diocese, The Parochial Church Council and the Oxford History Centre. L. Lloyd is now waiting to receive documentary evidence that the cemetery was consecrated in early 1984 following a search of the Oxford History Centre's paper archives. Once this is confirmed, an exhumation request must be made to the diocese by the applicant.

The grass cutting at the cemetery is still an issue, with no cuts completed in August due to COVID related staffing issues. L. Lloyd is chasing regularly.

- c) **Employment Committee:** D. Button circulated a brief report before the meeting confirming that there is not yet any confirmation on the NJC pay award for 2021.
- d) **Butts Piece Allotments:** P. Dixon confirmed that there has been no communication from Peter Troutt of SOHA. L. Lloyd has sent notifications to 4 plot holders this month who are not maintaining their plots as per the regulations to remind them of their tenant obligations.
- e) **Community Speedwatch:** Nothing specific was reported in relation to East Hagbourne, but C. Gover did report that Blewbury Parish have been carrying out speed surveys recently and she noted that drivers have been signalling to oncoming traffic to slow down ahead of the speed gun.
- f) **East Hagbourne Community Support Group (Coronavirus):** Nothing to report, the group is still active but not being called upon much at the moment.
- g) **Didcot Garden Town:** P. Dixon reported that the next Parish Council Sounding Board is on 28<sup>th</sup> Sept.
- h) **Flood Group:** Nothing to report.
- i) **Oxfordshire Growth Board:** P. Dixon noted that the Growth Board has been renamed as the Future Oxfordshire Partnership (FOP).
- j) **Neighbourhood Plan:** Nothing to report.

## 8. Correspondence:

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

Missed dog bin collections have been reported on Facebook and via email for bin 10 by the allotments and the one by Bishops Orchard. L. Lloyd has been in touch with the contractor on several occasions in the last fortnight and has been informed today that they are suffering severe driver shortages. Further information will follow, but it is very disappointing that the service is not to the standard we were led to expect.

A resident of New Road has queried proposed tree works by a neighbour in Little Langlands, L. Lloyd has sent a TPO map for reference and is speaking with the Parks team who spoke with the potential tree contractor when the assessment was carried out.

D. Rickeard reported that the community shop has noted that the Parish Council noticeboard is in need of repair, which raised the possibility of a replacement or possibly shared usage. It was agreed that L. Lloyd would look into this.

I. Duff reported that the Have Your Say meeting advertised by Thames Valley Police from 7-9pm on 2<sup>nd</sup> September at the recreation ground only had a presence from 730-9pm as TVP had to prioritise an incident. This is a little disappointing although we understand there are higher priorities. However, it makes it difficult to promote an event if there is a chance it will not go ahead.

C. Gover commented that there have been a number of website updates recently and asked if a reminder could be sent to all groups who advertise on the website to send amendments. It was agreed that this would be added to the October parish newsletter.

## 9. Finance.

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

Payee	Item	Cheque No/Online Payment	Amount	VAT	Total	Date
a) Payments since last meeting:	NB: Payments pending are shown in yellow and are not included in the account balance shown in c)					

Glasdon	Village gateways x 2	OP – D Button/D Rickeard	£1,753.76	£350.75	£2,104.51	18/08/2021
EDGE IT	Annual Fee	OP – D Button/D Rickeard	£212.00	£42.40	£254.40	18/08/2021
Dark White Digital	Web hosting - August	OP – D Button/D Rickeard	£30.00	£0.00	£30.00	18/08/2021
EHS&RC	Meeting Room Hire 15/07/2021	OP – D Button/D Rickeard	£22.50	£0.00	£22.50	18/08/2021
Pet Waste Solutions	Dog Bin Emptying - July	OP – D Button/D Rickeard	£318.29	£63.66	£381.95	18/08/2021
BGG Garden and Tree Care	July village and cemetery cuts 01/07 and 23/07	OP – D Button/D Rickeard	£275.00	£55.00	£330.00	18/08/2021
Grundon Waste Management	Cemetery bin - July	DD	£66.91	£13.38	£80.29	20/08/2021
L . Lloyd	August Salary	OP – D Button/D Rickeard	£673.24	£0.00	£673.24	27/08/2021
Express Drainage Solutions	50% deposit for drainage works at the Pavilion	OP – D Button/D Rickeard	£4,100.00	£820.00	£4,920.00	31/08/2021
Oxford History Centre	Cemetery consecration records search	OP – D Button/D Rickeard	£20.00	£0.00	£20.00	01/09/2021
Oxford History Centre	Copy charge for consecration documents	OP – D Button/D Rickeard	£10.20	£0.00	£10.20	06/09/2021
Signs of the Times	2 x village gateway signs		£2,218.60	£443.00	£2,661.60	
Moore	External Audit 2020/21		£160.00	£40.00	£200.00	
Dark White Digital	September web hosting		£30.00	£0.00	£30.00	
Playsafety Ltd	RoSPA Playground Inspection		£79.00	£15.80	£94.80	
Laura Lloyd	September Salary		£673.24	£0.00	£673.24	
b) Receipts since last meeting						
From	Item	Amount	Date			
Reeves Memorials	Bishop 2nd inscription F156	£52.00	25/08/2021			
Barclays	Interest on business savings account	£1.25	06/09/2021			
SODC	Second precept payment	£15,478.00	08/09/2021			
		£15,531.25				
c) Accumulated Account Balances (reconciled as of last bank statement through 08/09/2021)						
Barclays Community Account		£16,792.31				
Barclays Business Savings Account		£50,115.21				
Total		£66,907.52				
d) The Special Project Balances (as of 12/08/2021) are:						

Planned Development Support Fund		£5,303.15				
Cemetery		£9,437.82				
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		£7,161.91				
	Total	£25,326.58				

- b) Review and approval of payments:** L. Lloyd noted that the latest Grundon invoice for the cemetery bin is higher than usual as it includes an additional weight charge. This has been queried and will likely result in a credit being issued.  
The Council reviewed the pending payments and approved those without prior minuted/regular payment approval.
- c) Bank Progress:** D. Button circulated a report on the ongoing issues with the Barclays mandate ahead of the meeting. The council agreed that the current banking arrangements are not sustainable and have resulted in a significant amount of frustration and wasted time, in particular for D. Button. It was agreed that the council should now change banks and that L. Lloyd will gather information on Unity Trust Bank, in particular the charges and paying in cash/cheques, as well as clarifying whether any high street banks are able to provide a good service to parish councils as an alternative.
- d) External Audit update:** L. Lloyd confirmed that Moore have returned the External Audit Report and Certificate with no comments. The External Audit Report and Certificate and the Notice of Conclusion of Audit were posted on the website and the Parish noticeboard on 25<sup>th</sup> August.

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

BGG FP5 Quote  
OCC Actions

The meeting closed at 9.40pm. The next Parish Council meeting will be on 14<sup>th</sup> October 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	ON HOLD
2019-04-04	Village Gateways	CS/A-M S	Complete
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	9 September 2021

### Covid vaccination programme

#### Key messages:

- Getting vaccinated is the best thing you can do to protect yourself, your family and friends and your wider community.
- Anyone aged 18 and over can book their vaccination on the National Booking Service online or by phoning 119. Appointments are available across the county at the mass vaccination centre at Kassam and a number of local pharmacies.
- Anyone aged 16 and 17 can attend a local walk-in clinic if available or attend the Kassam as a walk-in. No appointment necessary.
- Children aged 12-15 who are themselves clinically vulnerable or live with someone who is clinically vulnerable has been contacted by the NHS to organise a vaccine either at their local GP practice or at school.
- Please do not contact your GP about COVID vaccination.
- Please help to stop the spread of infection by continuing to wash hands regularly, wear a mask on public transport, when in a hospital or GP practice and when in crowded areas (especially if asked to do so)

### Support After Shielding

SODC is working with partners across Oxfordshire to investigate ways in which vulnerable residents (i.e. those who were advised to shield in the early days of the pandemic) can be supported into the future. This is part of the county-wide "Move Together" campaign which was launched earlier this year. It is designed to support hundreds of Oxfordshire residents most affected by Covid-19 to move more and protect their health and wellbeing.

Move Together is co-ordinated by Active Oxfordshire and the city and district councils are working with them to provide support that is needed. The support provided is personalised to each individual based on their specific needs and is provided by physical activity specialists.

You can find out more about Move Together via this website [www.getoxfordshireactive.org/move-together](http://www.getoxfordshireactive.org/move-together)

### Neighbourhood Plans Government Pilot Scheme

Government's Office for Place launched a pilot scheme aimed at supporting the preparation of design codes. They are seeking expressions of interest from designated neighbourhood planning groups that are interested in setting standards for design in their local area. The preparation of a design code provides neighbourhood planning groups with an opportunity to ensure that new development meets their expectations for greener, more beautiful homes, streets, public spaces and neighbourhoods. The pilot scheme is also keen to explore the potential and role of design codes to address other priorities, including regeneration, the path to net zero and climate change adaptation and mitigation as well as bio-diversity net gain.

Successful bidding teams will receive funding and support from expertise drawn from the Office for Place and its advisory board. The Office for Place will work with the successful bidding teams to develop a detailed proposal and process for developing and producing a design code that is aspirational. The Office for Place will

provide additional support in the form of expert advice and input via a programme of events and workshops likely to include topic-based workshops, roundtables and 1:1 support.

The deadline for expressions of interest is 5pm on the 13 September.

The expression of interest form can be found [here](#), with more information on the scheme available from the [Government website](#).

### **Garden Waste Collections**

At the time of writing, garden waste collections remain suspended, but this is being kept under constant review. We'd like to thank everyone for their understanding; the collection of other types of waste is prioritised in our Business Continuity plan for waste management, and we are of course affected by the national shortage of HGV drivers and are looking at all options going forward to deal with the challenge posed by this and once the service is settled, we can make sure that no one pays for a service they don't receive.

### **Councillor Grant Scheme Opens**

This year's scheme, which once again allocates £5k to each Councillor for use on community projects in their ward, has now launched. Organisations which are 'not-for-profit' can now apply for grants from £250 up to a maximum of £5,000 per councillor in their ward for projects that will bring positive outcomes for local residents. Applicants are asked to consider how their project will align with SODC's key strategic objectives, such as protecting and restoring nature, and improving community well-being. All details of how to apply can be found on the SODC website, but applicants are encouraged to discuss their application with their Ward councillor in the first instance. This year the fund will be allocated in two tranches so that projects emerging later in the year don't miss out.

### **Consultations Galore**

It seems that there is a never-ending stream of consultations at the moment, all of which appear to be rather important. To help keep track of them all, we have created a new page on the SODC website with links to the relevant place; it can be found at [www.southoxon.gov.uk/consultations](http://www.southoxon.gov.uk/consultations) and then by clicking on the "live consultations" link.

### **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 Government's 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 we 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/>

### **Council support for refugees from Afghanistan**

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. 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. At this time, there are no specific large-scale requests from Government that impact on South Oxfordshire and Vale of White Horse.

Councillors have been contacted by residents or local groups asking what they can do to help or wishing to make donations.

Oxfordshire County Council [released a press release](#) on 25 August thanking Oxfordshire residents for their support and generosity and has said no further donations are needed for now. If residents would like to help there are national charities that are now focusing on provision of aid to Afghanistan or if a more locally based charity is sought, existing voluntary organisations include [Asylum Welcome](#) in Oxford, who work extensively with the councils or [Care 4 Calais](#) in Reading. This will allow us as councils to focus on working across the public sector to provide housing, medical support and specialist social care that can't be done on a volunteer basis and will most likely require a long-term commitment.

### **Demolition of derelict buildings starts in the centre of Didcot**

Didcot will have a smarter first impression now work has begun to prepare the Didcot Gateway site for its highly anticipated regeneration work. Homes England, which owns a large area of the Gateway site, has arranged to knock down the old Labour Club, an empty property at 3-5 Lydalls Road and an empty shop on land opposite the railway station. While the new developments due to go on the site are still in the planning stages, Homes England has chosen to demolish the buildings early having listened to feedback from local residents. In a community engagement exercise last summer, residents living nearby said they wanted to see the empty buildings removed even before any construction was scheduled to start. The rest of the feedback from the engagement is helping Homes England to form their proposals to redevelop the land they own and will be used to help redevelop the wider Gateway site over the next few years.

Other landowners at the site, including South Oxfordshire District Council, are working closely with Homes England on the project. The council will be building its new offices on part of the site, which it will share with Vale of White Horse District Council. Once complete, the whole site will have new homes, commercial and leisure spaces, and include environmental measures in line with the Didcot Garden Town principles.

Homes England is hoping to submit planning applications for the land they own next month, and proposals for the rest of the site, including the land owned by South Oxfordshire District Council, will be shared later this year.

### **Thames River Clean Up day**

SODC is supporting communities as part of a Thames River clean-up day on Sunday 26 September, to coincide with World Rivers Day. The event aims to clean up the River Thames and raise awareness of the climate and ecological emergencies. Events taking place on the day will help to restore river health, cut down on pollution, and protect and enhance the cleanliness, biodiversity and natural setting of the River Thames.

As well as carrying out a clean-up, groups are also encouraged to have information stalls and talks to raise awareness about water quality and sewage discharge, create community cohesion around caring for the river Thames, and enhance the wellbeing of the community.

If you'd like to organise a local event there are a number of organisations that can offer advice and support:

- [CLEAN ACCESS CLEAR WATERS](#)
- [WORLD RIVERS DAY](#)
- [WANDLE TRUST](#)
- [THAMES 21](#)
- [SURFERS AGAINST SEWAGE](#)

If you need litter picking equipment, our Waste team have a supply they may be able to provide you with on loan – details of how to book this equipment can be found on the [South](#) and [Vale](#) websites.

Please note – as a district council we are not able to collect rubbish which is pulled from the river or collected from riverbanks. Before you carry out a river clean up, you should therefore check with the Environment Agency to confirm how to safely and legally dispose of, or arrange collection of, any rubbish you collect.

If you are planning to organise your own river clean up, whether it is on World Rivers Day, or a different date, please let us know – email [communications@southandvale.gov.uk](mailto:communications@southandvale.gov.uk).