

EAST HAGBOURNE PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING DULY CONVENED AND HELD ON THURSDAY 11TH MAY 2023

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN:

All councillors present at the meeting signed the Declaration of Acceptance of Office ahead of proceedings, witnessed by the clerk.

P. Dixon nominated Iain Duff to continue as Chairman. D. Rickeard seconded this proposal. I. Duff accepted this nomination and was unanimously elected as Chairman of East Hagbourne Parish Council until the Annual Parish Council Meeting (APCM) in May 2024. I. Duff signed the Declaration of Acceptance of Office which was witnessed by the clerk.

I. Duff nominated P. Dixon for Vice Chairman. C. Shaikh seconded this proposal. P. Dixon accepted the nomination and was unanimously elected as Vice Chairman of East Hagbourne Parish Council until the APCM in May 2024. P. Dixon signed the Declaration of Acceptance of Office which was witnessed by the clerk.

Councillors resolved to allow an extension for Cllr. C. Gover to sign the Declaration of Acceptance of Office on her return to the parish, ahead of the Parish Council meeting in June.

2. ATTENDANCE, APOLOGIES AND DECLARATIONS OF PECUNIARY INTEREST:

Present were Chairman I. Duff, Vice Chairman P. Dixon, Councillors R. Hewat-Jaboor, N. Milner, D. Rickeard and C. Shaikh, and District Councillors A-M. Simpson and B. Manning.

I. Duff welcomed R. Hewat-Jaboor and N. Milner as new councillors, and A-M. Simpson and B. Manning following their election at District level.

Apologies were received from Cllr C. Gover

In attendance were L. Lloyd (Clerk) and 6 members of the public.

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

1. PUBLIC FORUM AND QUESTIONS:

6 members of public attended the meeting. In anticipation of the forthcoming comments from the MOPs, D. Rickeard handed out a document he had prepared for item 8(c), addressing the existing Recreation Ground grass cutting schedule with suggestions of possible trial areas for longer grass within the recreation ground, with the intention that this would aid discussion in the public forum. Please see the map of potential areas discussed in attachment 2.

C. Hunt spoke on behalf of HUGS. She implied a lack of biodiversity support by the Parish Council, noting in particular that the Neighbourhood Plan does not reference the significance of verges for biodiversity. She then said she had one question and three requests to make. She claimed that not only did HUGS need the Parish Council but that the Parish Council needed HUGS and asked "What would the Parish Council do if HUGS were to disappear?" Her requests were that the Parish Council change to 2 cuts per year, consider mowing rather than strimming, and call contractors to account if they do not follow instructions. S. Hanley spoke concerning Wilcher Close which had also recently been mowed and it was confirmed that this area is cut by SOHA. V. Hunt asked whether the verge outside the school was cut by the PC contractors, and whether there is a clear map of the parish showing who is responsible for cutting which areas in the parish. It was agreed that it would be appropriate to leave the verge by the school uncut, assuming the school is happy with doing that. However, there was some uncertainty as to whether the responsibility for that verge lay with OCC or the Parish Council. In the discussion on this, D. Rickeard agreed that it would be good to produce an updated map indicating the responsibilities for cutting the numerous grass areas and verges in the village.

A further request was made to remove or avoid cuttings being left on the ground by replacing strimming with mowing where possible.

A public meeting was discussed, to gauge public opinion on the balance between wilding areas and village tidiness, as there are differing views on the matter. HUGS were keen to use this meeting as a forum for raising awareness on the climate and biodiversity crisis. There was some discussion about highways criteria for verges in terms of width and that they will need to be managed by someone if not cut. It was noted that if long grass next to footpaths is a concern for users, there are options to change what is growing alongside the paths and allow biodiversity without compromising the footpath network.

MOPs asked the Parish Council to consider the overall mowing situation in the parish and liaise with SOHA, SODC, and OCC to come up with an overall strategy for the Parish. D. Rickeard noted that there are areas in the parish that require regular mowing, such as the cemetery and recreation ground which must be

maintained. It was agreed that it was important to strengthen communication with BGG to ensure that the agreed cutting schedule was followed exactly.

A-M Simpson spoke about the efforts in other parishes and also spoke in favour of having an overall map of the parish.

4. REPORTS FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLORS: The district councillors report was circulated to councillors ahead of the meeting, please see attachment 3. A-M Simpson introduced B. Manning who was newly elected at the May elections. The first District Council meeting after the elections is not until 18 May when the new council will take shape. I. Duff queried progress with the Joint Local Plan and A-M Simpson confirmed that the next stage is the Preferred Options consultation which will be online this summer.

5. CONFIRMATION OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 20TH APRIL 2023: The minutes of the meeting on 20th April 2023 were approved by Council and signed by I. Duff.

6. PROCEDURAL MATTERS: The council reviewed the Annual Review of Council Operations which was circulated ahead of the meeting. The final copy will be available on the website following agreed amendments.

a) Review of nominations and terms of reference to committees, working groups and non-Council bodies, including signatories for online banking/cheque payments:

C. Shaikh and C. Gover were confirmed as the newly nominated members of the Employment Committee. P. Dixon and R. Hewat-Jaboor were confirmed as the newly nominated members of the Cemetery Committee. The council endorsed the East Hagbourne Sport and Recreation Committee for the year 2023-24, including new members A. Coles and K. Davies.

A new signatory is required to replace D. Button. N. Milner volunteered to replace D. Button as a signatory, and it was agreed that L. Lloyd would begin the signatory change process.

b) Review of standing orders and financial regulations: Standing Orders and Financial Regulations were both updated and approved on 9 March 2023.

D. Rickeard noted that there is a potential issue if the Parish Council accepts a single quote from OCC contractors to carry out works – the legislation seems very complex and should be clarified further before any decision is made on the matter.

c) Review of inventory of land and assets including buildings and office equipment: A review of assets was carried out in March 2023. The information on benches in the parish has been clarified and the annual checklist now has picnic benches, wooden and metal benches listed separately. P. Dixon confirmed that he is now in possession of the measuring wheel, this will be updated on the asset register.

d) Review and confirmation of arrangements for insurance cover in respect of all insured risks: Insurance cover was renewed on 1st April, following a review of the insurance schedule in February 2023.

The Risk Assessment including financial risks was adopted in 2015 and revised in May 2021. A review in May 2023 resulted in a minor change to the risk assessment, which was approved by council.

e) Review of the Council's and/or employees' memberships of other bodies: Memberships were reviewed and no additions or changes were proposed.

f) Other Councillor responsibilities: None noted

g) Setting the dates, times and place of ordinary meetings of the full Council for the year ahead:

2023: June 22, July 20, September 7, October 12, November 9, December 7

2024: January 11, February 8, March 7, April 18, May 9

All Parish Council meetings will be held at the Pavilion, Great Mead, East Hagbourne

All meetings will commence at 19:30

It was also agreed that the Annual Parish Meeting will take place on March 28 and will be held at Hagbourne Village Hall.

7. ACTIONS FROM PREVIOUS MEETINGS:

2022-04-01 Slurry Seal Footway repairs: I. Duff confirmed that the parish council have been working with OCC to try and establish costs for footway repairs, quotes for which are considered very high. Additional quotes have been very recently received for works on the footway outside the Fleur, building a new footway to the cemetery from the new development at a cost of c. £40,000, and building a new footway to the embankment from Manor Farm Lane at a cost of c.£120,000. It was agreed that this should be on the June agenda for discussion and that more detail was required from OCC regarding the potential works.

2022-07-06 EHS&RC HMRC Query: D. Rickeard confirmed that a response from HMRC is still pending.

2022-09-02 Paving slab repairs at the Pavilion: D. Rickeard confirmed that the matter was discussed at the recent EHS&RC meeting and a cost-effective solution with volunteer labour is being pursued.

2022-12-01 Footpath 4 surface improvements: L. Lloyd confirmed she has not received a response from OCC on this matter.

2023-01-01 CIL Money banking arrangements: See 6.b

2023-01-03 Barrier damage on Bakers Lane footpath 8: I. Duff confirmed that a response has been received, with a suggestion that the barrier be removed entirely and that if there is unwanted traffic or other issues as a result of the removal, it could be reinstated. The barrier at Shoe Lane was also discussed, with OCC's suggestion being to leave the metal barrier over the grass and remove the other barrier and post on the tarmac. R. Hewat-Jaboor questioned whether the barrier removal would have any health and safety implications. It was suggested that there were none at Bakers Lane, but it was less clear whether there was a potential hazard on Shoe Lane. If this was established after closer inspection, then OCC should be alerted to this.

2023-03-01 Deanfield Homes Car Park Land Transfer: L. Lloyd confirmed she has heard nothing since the last meeting.

2023-03-02 Churchyard responsibility clarification: I. Duff confirmed that further investigation has not uncovered any documentation. L. Lloyd reported that the Ministry of Justice has confirmed that it is the responsibility of the church to provide evidence of the formal letter serving notice. If this has not been sent then they are still able to do so, but in turn the Parish Council can then pass the responsibility on to the district council.

2023-04-01 .gov website investigations: R Hewat-Jaboor provided some information on .gov sites. Other parish councils do have .gov email addresses and there are issues relating to GDPR and standardization of emails. There could be potential issues with the community aspect of the site with a .gov domain name. N. Milner confirmed that a .gov site could be good for visibility as a Parish Council and asked when the current site would need renewing. L. Lloyd confirmed a 2-year renewal was completed in early January, but it was not a significant cost. D. Rickeard suggested perhaps both sites could run simultaneously, as the current site was set up for the benefit of the village community as a whole, not just for the Parish Council.

R Hewat-Jaboor left the meeting.

8. ITEMS FOR DISCUSSION/DECISION:

- a) Deanfield development site adjacent to the village hall:** I. Duff reported on recent communications, including whether a site visit could be conducted for Parish Councillors. It was confirmed that Thames Water need to complete the mains water connection before first occupation, this has not yet been arranged but there are hopes that it will be carried out in the May half term as it is likely it will require a short road closure. It was also confirmed that the double yellow lines and speed hump works outside the school will be completed over the summer holidays this year. 9-10 houses on the site have sold so far.
V. Hunt noted the following: Some site tradesmen seem to be using the village car park instead of the on-site parking; the ridge height appears significantly higher than Harwood Road and Lake Road which surely should not have been passed through planning; additional tree removal has happened today on the embankment – it is a shame this has been done in bird nesting season instead of over the winter period, along with moving tree protection barriers to accommodate housing. I. Duff thanked V. Hunt for her comments and confirmed that he reports issues raised to the site manager and will do so at the next opportunity. N. Milner raised concerns about increased traffic from the new residents on the development, and suggested that this should be considered in line with the potential improvements to the traffic flow on Main Road through the centre of the village.
- b) CIL money banking options:** Councillors discussed the options on a report circulated ahead of the meeting. Concerns over risk to public money and liquidity of funds meant that CCLA and fixed term savings accounts were not suitable at this time. Councillors resolved to open a new savings account with 35-day notice period with Redwood Bank, using signatories on the Unity Trust Account.
- c) Grass cutting schedule – coordination with residents and HUGS to support biodiversity in the parish:** Following from the discussion in the public forum, D. Rickeard made the following observations relating to his proposal for the recreation ground, which was circulated to councillors and EHS&RC ahead of the meeting for comment. He noted D. Button's comments received on behalf of EHS&RC and also as an adjacent neighbour of the recreation ground regarding the need for picnic areas and concerns over management of brambles and litter. It was agreed that herbicide should not be used. After further discussion, councillors agreed to a trial, leaving grass in Areas A, B1, B2 and C to grow longer, with ongoing monitoring to determine whether this affects the leisure use of the recreation ground. It was confirmed that these areas will need to be clearly defined with input from EHS&RC ahead of sending BGG new cutting instructions for the recreation ground. It was further agreed that the possibility of removing cuttings or replacing strimming by mowing should be discussed with BGG.
N. Milner suggested that the Parish Council should support a meeting to discuss the issue with a broader range of views. It was agreed that N. Milner would research how to facilitate an informed meeting. It was agreed that the Parish Council would produce a flyer to deliver to every house.
The village cut was also discussed, with differing opinions on whether to cut or not in June. It was agreed that a public meeting should happen before any decision on village cutting is made so the next Parish cut will go ahead as planned.

- d) **Approval for expenditure - £119.90 (+£5.95 P&P) for 2 replacement sets of defibrillator pads for the Community Shop defibrillator:** Councillors approved the expenditure.
- e) **Approval for expenditure - up to £160.00 for new councillor training through OALC:** Councillors approved the expenditure.

9. ITEMS FOR REPORT:

- a) **Planning Applications:** I. Duff confirmed that he will circulate suggestions to councillors for a response to the application at 41 Blewbury Road.
- b) **East Hagbourne Sport and Recreation Committee:** D. Rickeard confirmed that the main issues have been covered under other agenda items.
- c) **Cemetery Committee:** Nothing to report.
- d) **Employment Committee:** C. Shaikh confirmed that she and C. Gover plan to meet with D. Button for a handover.
- e) **Butts Piece Allotments:** P. Dixon confirmed that the allotments are now at 100% occupancy. The Allotment Committee met last week but there is nothing specific to report.
- f) **Community Speedwatch:** I. Duff reported that R. Bartlett has stepped down as Coordinator of the group, but there are still hopes that someone new will take over.
- g) **Didcot Garden Town:** Nothing to report.
- h) **Flood Group:** Nothing to report.
- i) **Future Oxfordshire Partnership:** P. Dixon confirmed the next meeting is later this month.
- j) **Neighbourhood Plan:** D. Rickeard confirmed that the consultation period has finished and responses are now being reviewed. SODC have provided detailed comments, including concerns when building houses where there is no mains sewerage connection. D. Rickeard gave formal notification to the Parish Council as a landowner that Policy CF2 identifies the Pavilion and Recreation Ground as a key facility which was duly noted.
- k) **Climate Change and Biodiversity:** A-M Simpson queried whether any advice has been sent at Parish level with advice on biodiversity, and suggested that circulation of an information leaflet from SODC could be a good idea, although the biodiversity officer has a very heavy workload at present. A-M Simpson suggested that SODC's Climate Action Plan could be a useful reference.
- l) **Matters raised at the Chairman's Surgery and OALC Chairman's meeting:** I. Duff confirmed that the following matters were raised at the well-attended Chairman's surgery: Community Speedwatch, verges to Coscote, concern over the future of the post office and the village shop, the possibility of having a village handyman, parking issues outside the Fleur, and fly posting.

10. Correspondence:

With respect to events on the Coronation weekend, D. Rickeard noted that the Volunteers celebration in the Recreation Ground and the Street Party in Harwood Road were well attended. Other parties were also enjoyed throughout the village.

I. Duff also reported that Gigaclear are pushing forward with plans to install connections in the village, and it is not clear whether they allow other companies to utilise their infrastructure when it is installed. A-M Simpson suggested speaking with Craig Bower at OCC who is liaising with broadband providers on this matter.

11. 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	Online Payment/Cheque No	Amount	VAT	Total	Date
Grundon Waste Management	PSI-0815795 Cemetery bin March 2023	DD	£71.72	£14.34	£86.06	20/04/2023
Dark White Digital	INV001207 April web hosting	Auth: D Rickeard / C Gover	£30.00	£0.00	£30.00	27/04/2023
Shield Maintenance Ltd	INV 6451 March waste bin emptying	Auth: D Rickeard / C Gover	£13.00	£2.60	£15.60	27/04/2023
EHS&RC	INV230304 meeting room hire 9th and 30th March	Auth: D Rickeard / C Gover	£50.00	£0.00	£50.00	27/04/2023
Clean Slate	S137 Grant	Auth: D Rickeard / C Gover	£150.00	£0.00	£150.00	27/04/2023

Home Start Southern Oxfordshire	S137 Grant	Auth: D Rickeard / C Gover	£100.00	£0.00	£100.00	27/04/2023
J Heapy	Coronation Street Party Grant (S145)	Auth: D Rickeard / C Gover	£100.00	£0.00	£100.00	27/04/2023
D Sharp	Allotment Rental refund Plot 4B	Auth: D Rickeard / C Gover	£14.40	£0.00	£14.40	27/04/2023
Laura Lloyd	April Salary	Auth: D Rickeard / C Gover	£734.83	£0.00	£734.83	28/04/2023
Shield Maintenance Ltd	INV 6527 General waste bin emptying - April		£13.00	£2.60	£15.60	
Dark White Digital	INV001234 Web hosting May 2023		£30.00	£0.00	£30.00	
EHS&RC	INV230404 Meeting room hire 20th April		£25.00	£0.00	£25.00	
Laura Lloyd	May Salary		£734.83	£0.00	£734.83	

b) Receipts since last meeting

From	Item	Amount	Date
Doran	Second inscription Marr CM079	£52.00	20/04/2023
Allotment Tenant Plot 15	Annual Rent	£21.75	24/04/2023
Allotment Tenant Plot 3	Annual Rent	£29.00	24/04/2023
Allotment Rent Plot 29B Hills	Annual Rent	£15.65	25/04/2023
Allotment Rent Plot 25 Bartlett	Annual Rent	£28.45	26/04/2023
Allotment Rent Plot 8B Humphreys	Annual Rent	£14.10	26/04/2023
Allotment Rent Plots 1 and 16 Humphrey	Annual Rent	£54.60	26/04/2023
Allotment Rent Plot 4B Girt	Annual Rent	£14.85	26/04/2023
SODC	CIL Money - Instalment 1 P19/S0357/RM and full amount P22/S2115/FUL	£55,413.82	28/04/2023
Allotment Tenant Plot 24	Annual Rent	£29.75	28/04/2023
Capocci	EROB for Plot G187	£440.00	02/05/2023
EHS&RC	Pavilion Insurance Contribution	£500.00	09/05/2023
HMRC	VAT Refund 2022/23	£1,910.27	09/05/2023
Allotment Tenant Plot 4B	Annual Rent	£14.40	09/05/2023
	Total	£58,538.64	

c) Accumulated Account Balances (reconciled as of last bank statement through 10/05/2023)

Unity Trust Bank - T1 current account	£36,455.38
Unity Trust Bank - Instant access account	£92,809.40
Total	<u>£129,264.78</u>

d) The Special Project Balances (as of 10/05/2023) are:

Community Infrastructure Levy Fund	Received 24/04/19 so requires spending by 23/04/24	£1,788.07
	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
	Received 27/04/22 so requires spending by 26/04/27	£3,035.45
	Received 28/10/22 so requires spending by 27/10/27	£2,127.82
	Received 28/04/23 so requires spending by 27/04/28	<u>£55,413.82</u>
	Total CIL money	£67,190.79
Community Projects Reserve Fund		£4,712.91
Planned Development Support Fund		£5,303.15
Cemetery		£14,941.76

Total

£92,148.61

e) General Reserve (as of 10/05/2023)

£37,116.17

- b) Approval of payments:** The Council reviewed the pending payments list and noted that all have prior regular payment approval on this occasion.
- c) Review of Direct Debits and regular payments:** The DDs and regular payments were reviewed and re-approved. In addition, the variable direct debits were re-approved and signed as a record by D. Rickeard and C. Shaikh.
- d) Internal Audit progress:** L. Lloyd confirmed that all documents have been sent to April Skies Accounting for review ahead of a scheduled Zoom meeting on 19th May.

12. Items for report and inclusion on the June agenda:

Facilitating a village meeting on biodiversity.

Future management of the Pavilion and Recreation Ground

Traffic Management

The meeting closed at 10.05pm. The next meeting will be held on 22nd June 2023 at the Pavilion, Great Mead, East Hagbourne.

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

ATTACHMENT 1: ACTION LIST

Action No	What	Who	Status
2022-04-01	Slurry Seal Footway repairs	ID/OCC/LL	Under discussion
2022-07-06	EHS&RC HMRC Query	DB/DR	HMRC registration pending
2022-09-02	Paving slab repairs at the Pavilion	DR	Investigating
2022-12-01	Footpath 4 surface improvements	LL/OCC	Query with OCC
2023-01-01	CIL Money Banking Arrangements	LL	Complete
2023-01-03	Barrier Damage on Bakers Lane Footpath 8	LL/OCC	Query with OCC
2023-03-01	Deanfield Homes Car Park Land Transfer	LL/OCC	In progress
2023-03-02	Churchyard Responsibility clarification	LL	In progress
2023-04-01	.gov website investigations	CG/LL	In progress

ATTACHMENT 2: PROPOSED GRASS CUTTING AT THE RECREATION GROUND



ATTACHMENT 3:

Title	District Councillors' Report
Councillors	Cllr Anne-Marie Simpson & Cllr Ben Manning
Parish	East Hagbourne Parish Council
Date	11 May 2023

[Corporate Plan 2020-2024](#)

Corporate Plan 2022-2023 Performance Report – [Third Quarter](#)

Climate Action Plan Performance Report – [Third Quarter](#)

SODC Elections May 2023

Following the elections to SODC the number of elected members per political party is as follows:

Liberal Democrats	21
Green Party	8
Labour	3
Henley Residents' Group	3
Conservative	1
TOTAL	<u>36</u>

37% Turnout (42% Turnout in Cholsey Ward)

For more information on the election results please click [here](#).

Our first Full Council meeting is on Thursday 18th May at Didcot Civic Hall at 6pm. The agenda has been published on the website and can be viewed [here](#).

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