

EAST HAGBOURNE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING DULY CONVENED AND HELD ON THURSDAY 10TH NOVEMBER 2022

1. ATTENDANCE, APOLOGIES AND DECLARATIONS OF PECUNIARY INTEREST:

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

Apologies were received from C. Gover, D. Button 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 13TH OCTOBER 2022:

The minutes of the meeting on 13th October 2022 were approved by Council and signed by I. Duff.

4. REPORTS FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLORS: I. Duff noted the receipt of the district councillor's report from A-M Simpson, which includes a link to claim a free tree for your garden. Please see attachment 2 for the full report.

5. ACTIONS FROM PREVIOUS MEETINGS:

2022-04-01 Slurry Seal Footway Repairs: I. Duff confirmed that further investigation into whether it is possible or necessary to obtain additional quotes has brought to light that the Parish Council does not have the power to pay for the repairs without a formal agreement with the county council. D. Rickeard suggested that reporting the issues via FixMyStreet may help the cause. Councillors discussed the situation again and expressed frustration that no progress has been made. It was agreed that the situation would be clarified again with D. Depp and J. Murphy from an OCC perspective.

2022-07-03 Request to OCC for 20mph Blewbury Road and New Road: I. Duff referred to a traffic survey carried out in the parish in 2003, which was circulated to councillors as a starting point, with initial comments and suggested amendments ahead of the meeting. D. Rickeard expressed concern that the final survey questions must be robust as the issue has the potential to be contentious. As was the case for the 2003 survey, it was agreed that it was important to know which area of the village each response comes from. Councillors agreed that a survey would be prepared by I. Duff and transcribed to Word format by L. Lloyd for further review ahead of the December meeting.

2022-07-04 Parish Noticeboard refurbishment: L. Lloyd confirmed she has spoken to Jason Capone who has quoted a price of £95.00 to replace the cork board and fit a new lock to the existing cabinet. This price would involve joins on the board due to the standard cork pack size included in the quote. L. Lloyd has located an alternative cork board supplier that sells larger rolls that could be cut to an exact fit at an additional cost of c.£20.00. It was agreed that this should be added for decision on the December agenda.

2022-07-05 Welcome Pack: C. Shaikh confirmed that the welcome packs are now complete and a small number have already been given to the Deanfield Marketing Suite. C. Shaikh requested assistance in identifying new residents and I. Duff offered to help with this.

2022-07-06 EHS&RC HMRC Query: No update this month.

2022-09-02 Paving slab repairs at the Pavilion: D. Rickeard confirmed that there has been no action this month. The contractor who reviewed the situation recently has not yet provided a quote.

2022-10-01 Vegetation on footpaths – cutting back requests: I. Duff confirmed that a request to maintain village vegetation has been included in the November magazine, and I. Duff and L. Lloyd recently completed a walkabout and identified some areas which require direct contact with the owners. J. Elliott expressed serious concern regarding the vegetation in the gutters along Main Road pushing drivers into the centre of the road rather than using the full width of the road. I. Duff agreed to speak to residents about the gutter vegetation and how to address this.

6. ITEMS FOR DISCUSSION/DECISION:

- a) **Deanfield development adjacent to the village hall:** I. Duff reported that there are currently up to 40 large vehicles coming to the site each day, nearly all using the correct access route to the site and not coming

through the village. Deanfield have now established communication with the school and are arranging visits with the headteacher. Following concerns over usage of the cemetery layby for parking and waiting, Deanfield have added clear signage in the layby indicating that it should not be used by site vehicles. It was noted that it will be necessary to complete a legal transfer of the new car parking spaces probably early next year. C. Shaikh queried when the village gateway will be purchased and installed as per the agreement with Deanfield. It was agreed that it is unlikely this will be done until later in the build process to avoid potential damage. The ceasing of the 94 bus route is a concern for Deanfield who had contacted OCC and received a similar reply to the DVTG (see 7m). There have been a number of complaints from residents about the state of the roads, both in terms of the muddy surface and the churning up of the verges between East Hagbourne and Coscote. It has been established that the road sweeper does regularly clean the road outside the site up to the railway bridge on a regular basis, but I. Duff will clarify how regular this is and also enquire who will ultimately be responsible for reinstatement of the verges and road surface on completion of the build.

- b) **Royal British Legion – to consider a donation of up to £100.00:** Councillors resolved to award a grant of £100.00 in accordance with the council's powers under Section 137 (S137) of the Local Government Act 1972.
- c) **Approval for purchase of ballast at a cost of up to £60.00 to carry out surface levelling works to footpath 197/30 adjacent to the village hall:** Councillors approved the expenditure, noting that the path is significantly less muddy underfoot in the sections that were levelled earlier this year.
- d) **Approval for expenditure of £170.00 for a new battery and £39.95 for a new set of pads for the Parish Council owned defibrillators:** L. Lloyd confirmed that following a product recall earlier in the year, the defibrillator at the community shop has now been upgraded and the software issue is resolved. The upgrade revealed that a new battery is required. Also, due to supply issues, only one pair of defibrillator pads could be purchased earlier this year and a spare set is required for the village hall defibrillator. Councillors approved the expenditure.

7. ITEMS FOR REPORT:

- a) **Planning Applications:** I. Duff reported briefly on the following:
The Lower Cross Farm change of use application is still outstanding due to additional amendments and objections being submitted regarding noise on the site. The new build at Lower Cross Farm is also still awaiting a recommendation from the planning officer. As previously noted, both applications would go to the planning committee if the recommendation is to grant permission.
- b) **East Hagbourne Sport and Recreation Committee:** D. Rickeard confirmed that he is working through the maintenance list with the fire alarm being next on the list.
- c) **Cemetery Committee:** I. Duff referred to a report circulated by D. Button ahead of the meeting. At the last cemetery committee meeting on 1st November, the committee resolved to pay for the reinstatement of the remaining two unsafe memorials in the cemetery from cemetery funds, rather than lay them down on the plots or remove them. The cemetery finances were also reviewed and the committee agreed that as the cemetery fund is currently about four times the typical yearly expenditure, fees should remain the same for the year 2023/24.
- d) **Employment Committee:** I. Duff referred to a report circulated by D. Button ahead of the meeting. The Local Government Pay claim for 2022/23 was settled on 2nd November with a flat rate increase of £1,925 for all scale points and an increase to a minimum of 23 days paid annual leave from 1 April 2023. As such, back pay from April will be calculated and paid with the clerk's December salary. The employment committee proposed that the clerk's salary should be paid on 16th December instead of at the end of the month. Councillors approved this suggestion.
- e) **Butts Piece Allotments:** Nothing to report.
- f) **Community Speedwatch:** I. Duff confirmed that he spoke to Roger Bartlett at this month's Chairman's surgery and confirmed he is still keen to find someone to take over the coordination of the group.
- g) **East Hagbourne Community Support Group (Coronavirus):** I. Duff had spoken to C. Sweeney about whether the Group could help with the Home Hub. They agreed that this would not happen since the people assisted via the Covid support group have different needs to those who may benefit from the Warm Hub.
- h) **Didcot Garden Town:** Nothing to report.
- i) **Flood Group:** Nothing to report.
- j) **Future Oxfordshire Partnership:** P. Dixon confirmed that the next meeting will be held at the end of November.
- k) **Neighbourhood Plan:** D. Rickeard confirmed there were 28 attendees at the recent NPSG meeting on the 24th October. The documents have now been sent to SODC for review. A follow up meeting with SODC has been scheduled for 24th November. D. Rickeard noted that there may be a requirement to communicate more formally with the public on the proposal.

- l) Climate Change and Biodiversity:** D. Rickeard confirmed that the document is still under review. HUGS have recently been laying wildflower turf in Rymans Crescent with support and approval from SOHA.
- m) Downland Villages Transport Group (DVTG):** D. Rickeard reported that the DVTG held their Annual Meeting on 20th October. OCC have advised that the 94 bus route will cease at the end of March 2023 due to a lack of funds. A Demand Responsive Transport (DRT) service is being considered as an alternative for Spring. The DVTG sent a letter to OCC outlining their concerns and there is a meeting planned in the next few weeks between DVTG and OCC to discuss the future of the service.
- n) Hagbournes' Warm Hub:** J. Elliott confirmed that she has attended the first two Warm Hub sessions. Attendance has been low so far but it has not been that cold so perhaps numbers will increase later in the year.
- o) Matters raised at the Chairman's Surgery:** I. Duff reported the following issues raised by residents:
The edging along the Parsonage Lane footpath is damaged. This will be checked and reported on FixMyStreet.

FP 197/4 past the allotments from Wilcher Close to the path alongside the Millennium Wood is becoming very muddy underfoot. It was noted that there is an alternative paved path on the opposite side of Butts Piece providing good accessibility to the old railway line and Didcot. This route is, however, not particularly convenient for people from Wilcher Close.

The footpath from East to West Hagbourne is in need of attention and WHPC are currently focused on making improvements. A suggestion that EHPC could contribute towards this expenditure has been made although no figures have been discussed. The majority of the path is within West Hagbourne Parish; however it is used by many to access East Hagbourne, particularly for children coming to the school. The path is currently lacking signage prohibiting cycling and horse riding and the latter in particular is damaging the path surface.

8. Correspondence:

I. Duff reported the following topics of discussion at the recent Chairman's meeting:

It came to light that unlike EHPC, a number of Parish Councils were not signed up to the National Joint Council (NJC) contract and so were unsure whether to increase their clerk's salary.

A representative from OALC spoke about the Civility and Respect Pledge.

Recruitment of councillors for the next election is proving difficult for local parishes; Christine Lalley of OALC will be doing a presentation on councillor recruitment in the near future. There are 249 parish councils in Oxfordshire.

L. Lloyd confirmed receipt of the following correspondence since the last meeting:

Residents complained about a motorhome blocking access in Bishops Orchard, but it was noted the issue had already been raised with the police by neighbours. When I. Duff first visited the motorhome was well parked and, on a second visit, was nowhere to be seen.

Oxfordshire South & Vale Citizens Advice have sent through a grant request by email, it was agreed that this should be added to the December agenda.

A large pothole by the speed bump next to the school was reported on FixMyStreet and has been filled in.

Flooding under railway bridge was reported on FixMyStreet and it was believed to have been resolved by OCC clearing the gullies the same day – D. Rickeard also confirmed that J. Drewe had undertaken some clearing works under the bridge which helped relieve the flooding issue.

A resident emailed expressing concern over the speeding along Main Road, despite the new 20mph speed limit, and mentioned that Harwell have an established volunteer group who monitor speeding in the village. The November Parish newsletter has an item requesting Community Speedwatch volunteers and this was also posted on the village Facebook group. It was suggested that perhaps those concerned about speeding along Main Road and the Community Speedwatch volunteers could join forces.

The Community Shop have requested more dog waste bags.

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	Online Payment/ Cheque No	Amount	VAT	Total	Date
Grondon Waste Management	INV PSI-0690182 Cemetery bin September 2022	DD	£52.66	£10.53	£63.19	20/10/2022

P. Dixon	Allotment Engraving expenses	Auth: D Rickeard /C Shaikh	£9.17	£1.83	£11.00	21/10/2022
Hagbourne Village Hall	INV1641 Meeting room hire Q4	Auth: D Rickeard /C Shaikh	£21.00	£0.00	£21.00	21/10/2022
OCC	INV3920581915 TVERC Data Search	Auth: D Rickeard /C Shaikh	£75.00	£15.00	£90.00	21/10/2022
Hobs Reprographics	S2013PRF22100013 - Welcome Booklets	Auth: D Rickeard /C Shaikh	£82.00	£16.40	£98.40	21/10/2022
Hobs Reprographics	S2013PRF22100014 Warm Hub Leaflets	Auth: D Rickeard /C Shaikh	£91.00	£18.20	£109.20	21/10/2022
Laura Lloyd	October Salary	Auth: C Gover /C Shaikh	£684.98	£0.00	£684.98	28/10/2022
The Shield Group (Shield Maintenance Ltd)	Waste Bin Emptying October 2022 INV5998		£13.00	£2.60	£15.60	
Dark White Digital	INV001089 November web hosting		£30.00	£0.00	£30.00	
SODC	INV10309572 Dog Bin Emptying 1 April - 30 September 2022		£2,448.81	£489.76	£2,938.57	
EHS&RC	INV220904 Pavilion hire for meeting held on 29/09/22		£25.00	£0.00	£25.00	
EHS&RC	INV221004 Pavilion hire for meeting held on 13/10/22		£25.00	£0.00	£25.00	
Laura Lloyd	November Salary		£684.98	£0.00	£684.98	

b) Receipts since last meeting

From	Item	Amount	Date
Tonks Brothers	Bishop Burial F166	£88.00	25/10/2022
SODC	CIL Money - Full amount for P21/S5108/HH	£2,127.82	28/10/2022
MJ Didcock Funeral Services	Hill EROB and interment G184	£616.00	31/10/2022
	Total	£2,831.82	

c) Accumulated Account Balances (reconciled as of last bank statement through 09/11/2022)

Unity Trust Bank - T1 current account	£39,264.91
Unity Trust Bank - Instant access account	36169.36
Total	<u>£75,434.27</u>

d) The Special Project Balances (as of 09/11/2022) are:

Planned Development Support Fund	£5,303.15
Cemetery	£13,806.80
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
Received 27/04/2022 so requires spending by 26/04/27	£3,035.45
Received 28/10/2022 so requires spending by 27/10/27	£2,127.82
Total CIL money	£11,894.87
Community Projects Reserve Fund	<u>£4,868.91</u>
Total	<u>£35,873.73</u>

e) General Reserve (as of 09/11/2022)	<u>£39,560.54</u>
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- b) **Review and approval of payments:** The Council reviewed the pending payments and approved those without prior minuted/regular payment approval.
- c) **Internal Auditor Update:** L. Lloyd confirmed that she now has quotes from 3 reputable companies listed on the Internal Auditors Forum, and is awaiting 2 more quotes including one from a local independent auditor who recently undertook the OALC training. It was agreed that the internal auditor for 2022/23 should be appointed at the next Parish Council meeting.

10. Items for report and inclusion on the December agenda:

- 20mph Proposal for New Road and Blewbury Road – Parish Survey
- Parish Noticeboard – approval for refurbishment costs
- Appointment of Internal Auditor for 2022/23
- Oxfordshire South & Vale Citizens Advice grant request
- Neighbourhood Plan
- 2023-2024 Budget and first Precept discussion

The meeting closed at 9.17pm. The next meeting will be held on 8th December 2022 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
2022-07-03	Request to OCC for 20mph Blewbury Road and New Road	ID/LL	Considering parish survey options
2022-07-04	Parish Noticeboard refurbishment	LL	Quote stage
2022-07-06	EHS&RC HMRC Query	DB	In progress
2022-09-02	Paving slab repairs at the Pavilion	DR/DB	Investigating
2022-10-01	Vegetation on footpaths – cutting back requests	LL/ID	In progress

ATTACHMENT 2:

Title	District Councillor's Report
Author	Cllr Anne-Marie Simpson
Parish	East Hagbourne Parish Council
Date	10 November 2022

Councillor Grants Scheme

The first round of the Councillor Grant scheme has closed and I am pleased to be able to support applications from 1st Hagbourne (St Andrews) Scout Group, Stewart Village Hall in Brightwell-cum-Sotwell for an energy saving project, One Eighty's 'Make me Smile Project' for a district-wide mental health education and resilience programme for young people in Year 6 and South Moreton Parish Council's Recreation Ground Improvement Project.

Nearly £6.5 million Awarded to Help Local Businesses

More than 2,000 businesses have received a much-needed relief award totalling almost £6.5 million to help reduce their business rates thanks to South Oxfordshire and Vale of White Horse District Councils.

In total, £6,471,842 was allocated to businesses, using the government's Covid-19 Additional Relief Fund (CARF), to help organisations that were unable to receive previous government Covid-19 grants despite having been badly affected by the pandemic.

In South Oxfordshire, £2,787,182 was distributed to 1,047 eligible businesses, which reduced their net business rates by 35 per cent. In the Vale of White Horse, a total of £3,630,660 was allocated to 1,089 eligible businesses, which reduced 40 per cent of their net business rates.

Joint application made for bathing status for the River Thames at Wallingford

South Oxfordshire District Council and Wallingford Town Council, supported by environmental charity Thames 21, have submitted an application to the Department for Environment, Food and Rural Affairs (Defra) for bathing status for a stretch of the River Thames at Wallingford.

If awarded, Thames Water would be legally required to treat waste outflows to a much higher standard, ensuring that bacteria harmful to the health of people and wildlife is removed before water can be released into the river.

During the bathing season (May-September) the Environment Agency would also be required to monitor the water quality. Information from weekly testing would give visitors, including swimmers, paddle boarders, kayakers and anglers a clearer picture of how clean the water is likely to be.

Throughout the summer, to help inform the application, Thames 21 and trained volunteers from the local community recorded visitor numbers and collected 170 water quality samples along the river which were analysed by Thames Water. Visitors to the area were also asked to complete a survey about their experience at the site and asked whether they support the application.

It is hoped that Defra will make their decision on the application in early 2023.

Affordable, zero carbon homes to be part-funded by council

A dozen zero carbon affordable homes will be built on the brownfield site at Cullum House in Wheatley with help from South Oxfordshire District Council.

It's part of a £5 million fund agreed by the council in its budget, from Section 106 developer contributions, to be spent on increasing the number of fit for purpose affordable homes in the district.

All apartments and bedsits on the site are currently unoccupied and planning consent for the demolition of the existing building and the development of 12 affordable, zero carbon, apartments, was granted in June 2022.

South Oxfordshire is already providing more than £1.2 million towards the cost of creating new affordable housing in Henley and Thame.

Claim a free tree for your garden

The International Tree Foundation and Oxfordshire Trees Collaborate are working together this autumn to offer free tree saplings for people to plant in their garden.

For more information and to order a free tree [please visit the International Tree Foundations website.](#)