

EAST HAGBOURNE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING DULY CONVENED AND HELD ON THURSDAY 23RD JUNE 2022

1. ATTENDANCE, APOLOGIES AND DECLARATIONS OF PECUNIARY INTEREST:

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

Apologies were received from J. Elliott, P. Dixon and District/County 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 ANNUAL PARISH COUNCIL MEETING HELD ON 12TH MAY

2022: The minutes of the meeting on 12th May 2022 were approved by Council and signed by I. Duff.

4. REPORTS FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLORS: None

5. ACTIONS FROM PREVIOUS MEETINGS:

2019-04-03 Main Road 20mph speed limit: I. Duff reported that the 20mph speed limit is in place through the village, with replaced roundels, new repeater signs and updated road markings as required. C. Gover noted that a new small 30mph sign has appeared on the verge on Blewbury Road recently and enquired whether this was linked to the 20mph change. I. Duff thought that this was not the case but agreed that it should be checked whether this is OCC street furniture or resident initiative.

2022-04-01 Slurry Seal Footpath Repairs: I. Duff reported that kerb and footpath repairs outside Sundial Cottage on Main Road have been carried out by OCC in the last week. The Parish Council was not made aware when the works were due to take place, nor what materials might be used. There were also concerns over potential works being carried out to reinforce the bank in front of the Fleur, but this has been delayed until a conversation regarding materials in the Conservation area can take place. I. Duff confirmed he is planning to meet with Daniel Depp to discuss potential issues with small scale slurry seal repairs and will include this in the discussion. He will notify council of the meeting so that other councillors could attend if free.

6. ITEMS FOR DISCUSSION/DECISION:

- a) **Deanfield development adjacent to the village hall, to include site traffic and safety issues:** I. Duff reported that he has spoken with Mark Hazell on site this afternoon to discuss recent developments with the site works. There have been several reports of large construction vehicles coming through the village and also a serious issue with a vehicle that arrived on site via Main Road at school pick up time, blocking the road and reversing onto the footpath where parents and children were walking. Strong representations were made by the Parish Council asking for these safety issues to be addressed. Works have been stopped on site following a visit from the planning enforcement team, as the discharge of pre-commencement planning conditions have not been signed off yet. The expectation is that once the issues are resolved, works will commence again and Deanfield hope this could be by the end of the month. It is hoped that the delay will enable further signage to be installed to stop traffic coming through the village. It was agreed that the signage would be an important deterrent, and residents will need to appreciate that signage needs to be in place on the Lower Cross triangle, although it is not attractive. Mark Hazell also confirmed that he has been in touch with the school and there is a meeting planned, partly to discuss the possibility of the children visiting the site.
- b) **Proposal to engage an engineer to advise on Pavilion car park repairs:** I. Duff reported that P. Dixon has been speaking with local contractors and obtained quotes for advising the Parish Council on car park surface repairs. P. Dixon suggested ahead of the meeting that taking advice from either OCC or SODC regarding the safety of the current surface would be a good idea. At this time, based on the quotes provided for advice only, I. Duff suggested that this issue was perhaps something that could be delayed especially during the dry summer months. D. Button reiterated his concerns that areas of the car park pose a danger to visitors wearing heeled shoes, and signage should be considered to cover the Parish Council in terms of insurance. It was agreed that contacting OCC for advice should be the next step.

- c) **Proposals to update the rules of operation for EHS&RC:**
- i) **Amendments to the EHS&RC Constitution:** D. Rickeard confirmed that D. Button and himself have reviewed and made changes to the constitution. This was circulated to councillors ahead of the meeting. Councillors agreed to accept the new EHS&RC Constitution.
 - ii) **Recreation Ground Rules:** D. Rickeard confirmed that the Recreation Ground rules have been updated and circulated to councillors ahead of the meeting. Councillors agreed to accept the new Recreation Ground rules.
D. Button noted that EHS&RC is reviewing its Accounts and is seeking to clarify its position with HMRC given that it does not have charitable status. He proposed that the Parish Council write to their auditor to seek advice on this matter. The council agreed to this proposal and a letter will be drafted accordingly.
- d) **Update on progress with The Oxfordshire Treescapes Project (TOTP):** D. Rickeard confirmed that a report has been completed for East Hagbourne Parish Council, and it is a useful document in terms of possible planting areas, but it does not include comprehensive landscape assessment nor does it take into consideration the Neighbourhood Plan. It is important to consider these aspects and D. Rickeard is communicating with TOTP to see whether they are able to combine the information into a comprehensive document which could then be made public for local landowners.
- e) **Pavement works in the Conservation Area:** I. Duff confirmed that, as noted in item 5 above, there are concerns over works being carried out in the Conservation area and the first step will be to meet with Daniel Depp to discuss.
- f) **Neighbourhood Plan progress:** D. Rickeard confirmed that the draft design guide was received in mid-May and following review by the NPSG, has been returned to AECOM with feedback and proposed changes. Richard Pollard has now joined the NPSG. D. Rickeard also confirmed that new protected spaces are being considered to add to the Neighbourhood Plan (NP). Current NP policies do not conflict with Climate Change aspirations but could be strengthened, such as introducing a biodiversity strategy. D. Rickeard noted that Didcot Garden Town have recently contacted The Oxfordshire Treescapes Project for an opinion regarding boundary treatments, and suggested that this should be closely monitored to ensure the advice given is well rounded and benefits the parish. The proposal to extend the AONB could also benefit, particularly if a comprehensive landscape study is completed, although this would involve other parishes and likely require monetary assistance from Locality.
- g) **East Hagbourne Bike Night arrangements - Monday 15th August:** I. Duff noted that the last bike night was generally very well-liked by the community, but there were some inevitable complaints. It was agreed that I. Duff would speak to Darren about car park usage, and it was also suggested that signs should be considered at Upper Cross to request that motorbikes do not park too close to the memorial.
- h) **To consider a donation request received from Home Start Southern Oxfordshire and approve a donation of up to £100.00:** It was agreed that Home Start are providing a valuable service of potential benefit to local residents. The council resolved to award a grant of £100.00 to Home Start Southern Oxfordshire in accordance with its powers under Section 137 (S137) of the Local Government Act 1972.
- i) **OCC EV Charging:** D. Rickeard reported that he has requested feedback from OCC following completion of the EV Charging Survey in May. He confirmed that existing chargers are typically 3KW and 7KW, not fast charging points, and are mostly located near to residential properties who lack off street parking. It is not clear at this stage how many Parishes replied to the survey or how likely OCC are to consider the EH location.
- j) **Village Welcome Packs:** C. Shaikh confirmed that Brightwell-cum-Sotwell have a useful guide for new residents which could act as a starting point to work on a similar version for East Hagbourne. J. Elliott has also volunteered to assist over the summer break. It was agreed that once finalised, they should be available in the Fleur, the Community Shop and on the website.

7. ITEMS FOR REPORT:

- a) **Planning Applications:** I. Duff confirmed that there are 5 applications outstanding and would circulate suggested responses to these. D. Rickeard noted that he has responded to the Joint Local Plan consultation as an individual councillor, ahead of the deadline of midnight tonight.
- b) **East Hagbourne Sport and Recreation Committee:** See 6.c above.
- c) **Cemetery Committee:** D. Button reported that a further instance of a funeral being arranged with a family has occurred without receiving approval from the clerk in the first instance. The layby hedge had been cut by an unknown person.

- d) **Employment Committee:** D. Button confirmed that the NALC payscale has been located with exact pay rates for 2021-22. This will be cross checked against the applied 1.75% and the clerk's salary amended if required.
- e) **Butts Piece Allotments:** Nothing to report.
- f) **Community Speedwatch:** D. Button confirmed that having spoken to Roger Bartlett, there are still some issues communicating with Thames Valley Police in Amersham which is making progress slow.
- g) **East Hagbourne Community Support Group (Coronavirus):** Nothing to report.
- h) **Didcot Garden Town:** Nothing to report.
- i) **Flood Group:** D. Rickeard confirmed that residents are keeping on top of stream maintenance and vegetation at the moment.
- j) **Future Oxfordshire Partnership:** Nothing to report.
- k) **Neighbourhood Plan:** See item 6.f above.
- l) **Downland Villages Transport Group (DVTG):** D. Rickeard confirmed that tomorrow will be the last community bus run to Wallingford, as there have been no takers so far.
- m) **North Wessex Downs AONB:** See item 6.f above.

8. Correspondence:

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

Oxfordshire Code of Conduct – An email request to adopt this in line with SODC and VOWHDC has been received. It was agreed that the PC will cross reference against its existing shorter code of conduct and make amendments if necessary.

A resident has queried whether a limit of 20mph could be adopted through Coscote, following the successful installation of the 20mph limit through the village. It was agreed that this could be discussed with OCC in the first instance.

A resident has complained directly to David Johnston MP about the state of Blewbury Road signage/road markings to the south of the village. The resident has been directed to FixMyStreet as the most appropriate initial reporting tool, and OCC have confirmed the items are on their list although budget issues would mean that this was unlikely to be implemented soon.

Litter Bug Trail – Following discussion with HUGS, the walk on the HUGS website has been forwarded to SODC for consideration as a Litter Bug route. SODC are walking the routes at the moment and will confirm if the proposed route has been accepted shortly.

A resident complained about construction vehicles reversing down Bakers Lane during building works with a request to consider a different access route. There are two properties undergoing building works at present, one of which does not have an alternative access route.

L. Lloyd also noted that the village hall footpath has now been added to the Countryside Access Map with reference 197/30/10.

D. Rickeard noted that a new defibrillator has been installed outside the Bowling club gates on The Croft. L. Lloyd has contacted the club to confirm whether it has been registered with The Circuit and could be added to the defibrillator list in the Parish Newsletter. I. Duff confirmed that defibrillator training sessions have been organised by the Bowls Club.

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
Dark White Digital	INV000947 May web Hosting	O/P Auth C Gover & D Rickeard	£30.00	£0.00	£30.00	16/05/2022
BGG Garden and Tree Care Ltd	INV 063.22 Parish and Cemetery cuts 30/04	O/P Auth C Gover & D Rickeard	£275.00	£55.00	£330.00	16/05/2022
Laura Lloyd	Expenses May 2022 (Printer cartridges, A4 paper and McAfee Antivirus)	O/P Auth C Gover & D Rickeard	£55.26	£11.06	£66.32	16/05/2022
Oxfordshire Neighbourhood Plans Alliance (ONPA)	2022-23 Membership	O/P Auth C Gover & D Rickeard	£50.00	£0.00	£50.00	16/05/2022
Grundon Waste Management	PSI-0609462 Cemetery Bins April	O/P Auth C Gover & D Rickeard	£46.17	£9.23	£55.40	20/05/2022

Laura Lloyd	May Salary	O/P Auth C Gover & D Rickeard	£685.02	£0.00	£685.02	27/05/2022
PWLB	Loan Repayment PW502636	DD	£3,424.76	£0.00	£3,424.76	01/06/2022
PWLB	Loan Repayment PW505533	DD	£2,461.17	£0.00	£2,461.17	07/06/2022
EHS&RC	INV 20220404 April 21 meeting	O/P Auth C Gover & D Rickeard	£25.00	£0.00	£25.00	08/06/2022
Dark White Digital	INV000972 June web hosting		£30.00	£0.00	£30.00	
EHS&RC	INV 20220504 May 12 meeting		£25.00	£0.00	£25.00	
BGG	Cemetery cut 26/05 INV 195.22		£60.00	£12.00	£72.00	
Hagbourne Parochial Church Council	Meeting room hire APM 31032022		£50.00	£0.00	£50.00	
IAC Audit	INV-1420 Internal Audit 2021-22		£285.00	£57.00	£342.00	
Laura Lloyd	June Salary		£685.02	£0.00	£685.02	

b) Receipts since last meeting

From	Item	Amount	Date
Plot 14	Allotment Rent 2022-23	£27.60	16/05/2022
HMRC VAT Return 2021-22	VAT Reimbursement 2021-22	£5,046.64	17/05/2022
M J Didcock Funeral services	Marr EROB and ashes interment CM79	£352.00	15/06/2022
Abingdon Stone & Marble	Spurrett memorial CM78	£175.00	20/06/2022

£5,601.24

c) Accumulated Account Balances (reconciled as of last bank statement through 22/06/2022)

Unity Trust Bank - T1 current account	£40,964.37
Unity Trust Bank - Instant access account	£18,513.45
Total	£59,477.82

d) The Special Project Balances (as of 22/06/2022) are:

Planned Development Support Fund	£5,303.15
Cemetery	£11,687.40
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 29/04/27	£3,035.45
Total CIL money	£9,767.05
Community Projects Reserve Fund	£4,943.91
Total	£31,701.51

e) General Reserve (as of 22/06/2022) £27,776.31

- b) Review and approval of payments:** The Council reviewed the pending payments and approved those without prior minuted/regular payment approval.
- c) Progress with Unity Bank change of signatory:** C. Gover, D. Button and C. Shaikh signed a Unity Trust Bank Account management submission form in accordance with the bank mandate to progress the change of signatory from Jean Elliott to Carolyn Shaikh.
- d) Internal Audit – response to recommendations:** L. Lloyd confirmed receipt of the signed Internal Audit Report. The internal auditor raised two observations concerning consideration and minuting of grants. L. Lloyd queried this and it was confirmed that the parish council's minuted donations were accepted as evidence of

correct procedure. The council approved L. Lloyd's responses to the internal auditor, please see attachment 2 for details.

e) Formal Acceptance of Internal Audit: The council formally accepted the Internal Audit for 2021/22.

f) Formal Acceptance of Annual Accounts:

i) Annual Governance Statement for 2021/22: The Annual Governance Statement for 2021/22 was formally accepted by the council and signed by I. Duff and L. Lloyd.

ii) Accounting Statements for 2021/22: The Accounting Statements for 2021/22 were formally accepted by the council and signed by I. Duff. The document was signed by L. Lloyd ahead of the meeting.

iii) Confirmation of the period for exercise of public rights: L. Lloyd advised that the Notice of Public Rights would be posted on the noticeboard and in the Financial Information folder on easthagbourne.net on 26th June, with the period of 30 working days being 27th June – 5th August inclusive. The Annual Governance Statement and Accounting Statements will also be posted for viewing on the noticeboard and the website. The documents will also be sent to the External Auditor for review.

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

Pavilion Car Park repairs

Parish Noticeboard discussion

The meeting closed at 9.35pm. The next meeting will be held on 21st July 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	With OCC
2022-04-01	Slurry Seal Footway repairs	ID/OCC	Under discussion

ATTACHMENT 2:

East Hagbourne Parish Council

Financial Year 2021-22



IAC Audit and Consultancy Ltd

Audit date: 28- April -2022

Year Internal Audit
End Observations

B This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Have Grants awarded been appropriately considered by Council and approved?	<i>From a review of Minutes it was not possible to verify that Council had formally reviewed and approved all grants made.</i>	Council to formally review the grants made and confirm that they were in accordance with Council approvals. In future Council to ensure that all grants awarded are formally approved and that this approval is recorded in Minutes.	Medium	The clerk has confirmed that all requests are formally approved at full council meetings and approval is minuted with the relevant power. Councillors consider requests ahead of the meeting to ensure donations given are appropriate and to organisations that benefit or service the parish. These are minuted as donations (not grants) and the internal auditor has accepted that these are Council approvals of Grants.
2	Are Powers under which grants are made clearly specified in Council Minutes?	<i>The Council does not formally record the Powers under which grants are awarded in Minutes.</i>	The Council to ensure that the appropriate Power under which grants are made is recorded in the Minutes of the meeting in which the grants are approved.	Medium	The clerk has confirmed that all requests are formally approved at full council meetings and approval is minuted with the relevant power. Councillors consider requests ahead of the meeting to ensure donations given are appropriate and to organisations that benefit or service the parish. These are minuted as donations (not grants) and the internal auditor has accepted that these are Council approvals of Grants.