

EAST HAGBOURNE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING DULY CONVENED AND HELD ON THURSDAY 8TH DECEMBER 2022

1. ATTENDANCE, APOLOGIES AND DECLARATIONS OF PECUNIARY INTEREST:

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

Apologies were received from 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 10TH NOVEMBER 2022:

The minutes of the meeting on 10th November 2022 were approved by Council and signed by I. Duff.

4. REPORTS FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLORS: None

5. ACTIONS FROM PREVIOUS MEETINGS:

2022-04-01 Slurry Seal Footway Repairs: I. Duff confirmed that L. Lloyd has contacted D. Depp and J. Murphy for further clarification of the situation regarding footway repairs and is awaiting a response. A FixMyStreet report for the footway in front of Green Shutters resulted in an assessment by OCC and the response was that the situation would continue to be monitored.

2022-07-03 Request to OCC for 20mph Blewbury Road and New Road: See item 6.b

2022-07-04 Parish Noticeboard refurbishment: See item 6.c

2022-07-06 EHS&RC HMRC Query: D Button confirmed that following his completion of HMRC's online form, there is now a waiting period of up to 6 weeks for a response.

2022-09-02 Paving slab repairs at the Pavilion: D. Rickeard confirmed no further progress this month.

2022-10-01 Vegetation on footpaths – cutting back requests: I. Duff confirmed that the owners he wished to speak to about cutting back vegetation and gutter clearing have been preoccupied this month but he still plans to talk to them.

6. ITEMS FOR DISCUSSION/DECISION:

- a) **Deanfield development adjacent to the village hall:** I. Duff confirmed that Deanfield are very conscious of the situation with the roads around the development, both in terms of slurry on the road, and potholes and verge damage from the increased heavy traffic. D. Button confirmed that the large potholes from the railway bridge towards Coscote are hazardous and councillors agreed that members of the public should be encouraged to report via FixMyStreet and/or submit formal complaints to OCC. It was noted that both Deanfield vehicles and farm vehicles should be driving to the constraints of the roads. I. Duff reported that the heavy traffic should be considerably reduced following the Christmas break as Deanfield have confirmed that the majority of the larger vehicles that have been approved to come through the village have been related to the earthworks. D. Rickeard queried the large security light that should perhaps be angled downwards slightly to reduce the glare on Main Road. The first new residents could be moving in as early as next May.
- b) **20mph Proposal for New Road and Blewbury Road: Discussion and approval of format for the Parish Survey:** I. Duff confirmed that following an interim meeting, improvements to the initial draft survey have been made and a new draft circulated to councillors. Two points agreed upon were when the survey should be circulated to residents, with January being the preferred timeframe, and the distribution method. It was noted that distribution could be divided up between councillors to cover the full village. D. Rickeard, P. Gover and C. Shaikh raised concerns with the format. It was agreed that minor tweaks would improve the clarity of the form, with a direct question added to the table itself and the addition of bullet points to break up the initial text. D. Rickeard also asked that the option of 'no physical traffic calming measures' be included in the table, although it was noted that by replying 'no' to the suggestions listed, this could be considered to be covered already. It was agreed that L. Lloyd would make amendments and recirculate for final approval ahead of printing.

- c) **Parish Noticeboard – approval for refurbishment costs of up to £120.00 including materials and labour:** The council approved the expenditure which will be paid for using the CIL fund. It was agreed that L. Lloyd would order the cork board and instruct Jason Capone to carry out the refurbishment.
- d) **Appointment of Internal Auditor for 2022/23:** I. Duff confirmed that L. Lloyd had circulated full quotes from 3 internal audit companies ahead of the meeting, these were considered and councillors agreed to appoint April Skies Accounting to carry out the 2022/23 internal audit for East Hagbourne Parish Council at a cost of £250.00 (+VAT).
- e) **Oxfordshire South & Vale Citizens Advice – consideration and approval for a grant of up to £300.00:** Councillors felt strongly that good support is required in the current financial climate to assist a wider range of people. Councillors resolved to award a grant of £300.00 in accordance with the council's powers under Section 137 (S137) of the Local Government Act 1972.
- f) **2023-2024 Budget and Precept – initial discussion:** I. Duff asked councillors for feedback on the draft budget circulated by L. Lloyd ahead of the meeting. It was agreed that the budget figures were prudent. Councillors were all in agreement that the precept should certainly not be increased for the coming year, with any shortfall to be absorbed by the reserves which are sufficient to accommodate this in the short term. In the longer term, one PWLB loan will be fully paid off next year and incoming CIL money will be available to enable targeted spending on infrastructure within the parish.

7. ITEMS FOR REPORT:

- a) **Planning Applications:** I. Duff thanked D. Button for representing the Parish Council at the Planning Committee meeting relating to Lower Cross Farm. Planning permission was granted and it was disappointing to note that a site visit was not conducted as part of the decision-making process. However, it was reassuring to note that one of the listed conditions states that the existing vehicular access onto Blewbury Road will be widened to 4.5m, laid out and constructed strictly in accordance with the local highway authority's specifications with all ancillary works undertaken prior to the commencement of any development.
- b) **East Hagbourne Sport and Recreation Committee:** D. Rickeard confirmed receipt of the Playing Pitch and Sport Facilities Study survey from South and Vale which will be completed ahead of the deadline of 18th December. D. Button confirmed that he is awaiting the next electricity bill. It was discussed that the Pavilion should perhaps have its own postbox and D. Rickeard and D. Button agreed to look into this possibility.
- c) **Cemetery Committee:** D. Button reported that two whitebeam saplings have been planted to replace the ash that was removed due to ash dieback. D. Button also reported that a camper van was photographed taking water from the cemetery tap recently, however this is unlikely to be of interest to the Police.
- d) **Employment Committee:** D. Button confirmed that the pay amount noted on the Finance Report will be subject to a small employee NI contribution and so the clerk's salary will be slightly less than noted in the finance report. D. Button reported that he has completed the declaration confirming employer compliance with the Pensions Regulator.
- e) **Butts Piece Allotments:** P. Dixon confirmed that water usage on the allotments was 65% higher this year than in 2021, due to the extremely dry summer months.
- f) **Community Speedwatch:** I. Duff noted that there has been no progress this month. D. Button confirmed he has spoken with a resident who has expressed interest in becoming involved with the project.
- g) **East Hagbourne Community Support Group (Coronavirus):** Nothing to report.
- h) **Didcot Garden Town:** Nothing to report. The Parish Council sounding board hasn't met for over 18 months.
- i) **Flood Group:** Nothing to report.
- j) **Future Oxfordshire Partnership:** P. Dixon attended a meeting on 29th November and reported on the main topics of discussion: Confirmation that the councils' business plans incorporate the aims of the Oxfordshire Strategic Vision; an update on the Oxfordshire Inclusive Economy Partnership who have a charter to sign; and the latest quarterly financial report for the Oxfordshire Housing and Growth Deal, which noted that £30M grant money has still not been paid to OCC and no further schemes will enter a construction phase until this money has been received. The status of the HIF money remains unclear and I. Duff agreed to follow this up with J. Murphy.
- k) **Neighbourhood Plan:** D. Rickeard reported that he and C. Topping had a very good meeting with SODC on 24th November. They were supportive of the draft and some tweaks were proposed, largely updating text to reflect the latest NPPF, Local Plan etc and updating the number of new houses in the parish since 2011. There were no comments on the wildlife strategy but suggestions were made to bring the main points into the policies. Some minor revisions to the design guide were suggested for language consistency throughout the document. It was also suggested that the climate change aspect of the plan should be strengthened and SODC are providing further feedback on this shortly. No referendum is needed, but a 6-week consultation period will be required. It is likely that decisions on the consultation period can be made in January.
- l) **Climate Change and Biodiversity:** D. Rickeard confirmed that HUGS are currently working to restore the pond behind the school swimming pool.
- m) **Downland Villages Transport Group (DVTG):** D. Rickeard reported on a meeting with Dave Harrison of OCC to discuss proposals for the replacement of the 94 bus. Funding will run out for the 94 bus around April

2023 but there is a government grant for a bus running on a fixed schedule covering East Hagbourne, Upton, Blewbury, the Astons and the Moretons, to Didcot Orchard Centre. It will be bookable in advance and the route will be determined by the prebooked seats on the minibus. This service could offer a more flexible pick-up route for users but will pick up/drop off from bus stops rather than offer a door-to-door service. D. Button queried what the transport S106 monies from Deanfield will be spent on and I. Duff confirmed that it would be supporting this new service.

- n) **Hagbournes' Warm Hub:** J. Elliott confirmed that attendance is slowly growing with 12 people at this week's session, and repeat attendees are bringing friends along too. It is likely that the companionship and social aspects of the group are important and there may be consideration as to whether the group could continue as a weekly meeting after the winter months.
- o) **Matters raised at the Chairman's Surgery:** I. Duff reported on the following issues raised at the surgery: Parsonage Lane was mentioned again but on inspection, I. Duff confirmed that the issues have not worsened in the last year and would likely not meet the criteria for FixMyStreet to repair. Footpath 4 from Wilcher Close running alongside the allotments is particularly muddy underfoot and residents have queried how it could be improved as it is an important, well used route. Councillors agreed that the issue should be raised with OCC in the first instance as the path poses a danger due to the proximity of the stream as well as needing a better surface.

8. Correspondence:

L. Lloyd confirmed the following correspondence this month:

A resident of Wilcher Close queried the water level in the stream by the allotments in mid-November. D. Rickeard confirmed that it was flowing correctly and had further flow capacity so was not a concern at the time.

South and Vale Playing Pitch and Sport Facilities Study – Survey completion request, with a deadline of 18th December. This communication also referred to the Settlement Assessment questionnaire from South & Vale. L. Lloyd clarified that the original circulation of the Settlement Assessment was in Summer but was either not received or possibly overlooked/in spam. It is still possible to complete the questionnaire and a word version of the form has been obtained to fill in. D. Rickeard confirmed that on initial reading, there are areas that need consideration when answering and it was agreed that D. Rickeard and L. Lloyd will work on the response and circulate it to councillors ahead of submission.

Community First Oxfordshire and Oxfordshire Community and Voluntary Action (OCVA) are working to create a new Vision for Volunteering in Oxfordshire. CFO are asking volunteers to complete the survey, which covers many community groups, parish councillors, the PTA etc. It was agreed that it should be circulated and a poster displayed at the community shop.

OCC Budget Consultation 2023/24 – Posters have been received for display in the parish to encourage residents to respond. D. Rickeard confirmed that he has completed the survey and it is a very thorough consultation. The consultation period ends on 19th December.

Road Safety – an email communication regarding a near miss incident at the zebra crossing involving a parent initiated conversation with the school and the Police who are liaising to raise awareness. The parish council is being copied into correspondence to be kept aware of the situation.

A TTRO Road Closure notice for Brook Street in West Hagbourne on 12th December has been circulated on FB and Mailchimp.

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
Castle Water Ltd	INV 8023514 Sep22-Feb23 + balance Mar-Aug22	DD	£398.82	£83.30	£482.12	15/11/2022
The Shield Group (Shield Maintenance Ltd)	Waste Bin Emptying October 2022 INV5998	Auth D Rickeard / C Shaikh	£13.00	£2.60	£15.60	16/11/2022
Dark White Digital	INV001089 November web hosting	Auth D Rickeard / C Shaikh	£30.00	£0.00	£30.00	16/11/2022
SODC	INV10309572 Dog Bin Emptying 1 April - 30 September 2022	Auth D Rickeard / C Shaikh	£2,448.81	£489.76	£2,938.57	16/11/2022

EHS&RC	INV220904 Pavilion hire for meeting held on 29/09/22	Auth D Rickeard / C Shaikh	£25.00	£0.00	£25.00	16/11/2022
EHS&RC	INV221004 Pavilion hire for meeting held on 13/10/22	Auth D Rickeard / C Shaikh	£25.00	£0.00	£25.00	16/11/2022
Royal British Legion Poppy Appeal	S137 Grant	Auth D Rickeard / C Shaikh	£100.00	£0.00	£100.00	16/11/2022
Graham Crow (Howard Michael Properties Ltd)	Reimbursement of expenses - ballast for path repairs to FP197/30	Auth D Rickeard / C Shaikh	£47.03	£9.41	£56.44	16/11/2022
Grundon Waste Management	INV PSI-0733126 Cemetery bin October 2022	DD	£47.40	£9.48	£56.88	21/11/2022
Laura Lloyd	November Salary	Auth D Rickeard / C Shaikh	£684.98	£0.00	£684.98	28/11/2022
PWLB	Loan Repayment PW502636	DD	£3,424.76	£0.00	£3,424.76	01/12/2022
WEL Medical	INV I261360 Battery for community shop Defibrillator	Auth Gover / C Shaikh	£179.95	£35.99	£215.94	05/12/2022
WEL Medical	INV I261567 Spare set of pads for village hall defibrillator	Auth Gover / C Shaikh	£39.95	£7.99	£47.94	05/12/2022
Set in Stone	Reinstatement of A48 and C79 memorials	Auth Gover / C Shaikh	£360.00	£0.00	£360.00	05/12/2022
OCC	INV3920582172 TVERC NRN Map	Auth Gover / C Shaikh	£30.00	£6.00	£36.00	05/12/2022
PWLB	Loan Repayment PW505533	DD	£2,461.17	£0.00	£2,461.17	07/12/2022
Hagbourne Village Hall	Car Park Electricity 18/11/2021- 24/11/2022 EHPC271122		£149.64	£0.00	£149.64	
BGG Garden & Tree Care	INV 969/22 Cemetery and Car Park Hedge cutting 08/10/22		£400.00	£80.00	£480.00	
Dark White Digital	INV001114 December web hosting		£30.00	£0.00	£30.00	
The Shield Group (Shield Maintenance Ltd)	Waste Bin Emptying November 2022 INV6069		£13.00	£2.60	£15.60	
EHS&RC	INV221104 Pavilion hire for meeting held on 10/11/22		£25.00	£0.00	£25.00	
JRB Enterprises	INV 24846 - 2000 Dog Waste Bags for the community shop		£30.12	£6.02	£36.14	
Laura Lloyd	December Salary (including backpay from 2022/23 pay award) CORRECTED TO INCLUDE NI DEDUCTION		£1,123.36	£0.00	£1,123.36	
Hagbourne Parochial Charities	Butts Piece Lease January Payment for year 2022/23		£377.92	£0.00	£377.92	

b) Receipts since last meeting

From	Item	Amount	Date
Reeves Memorials	Upston Memorial CM	£175.00	15/11/2022
	Total	£175.00	

c) Accumulated Account Balances (reconciled as of last bank statement through 07/12/2022)

Unity Trust Bank - T1 current account	£28,479.51
Unity Trust Bank - Instant access account	£36,169.36
Total	<u>£64,648.87</u>

d) The Special Project Balances (as of 07/12/2022) are:

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Planned Development Support Fund		£5,303.15
Cemetery		£13,520.63
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 27/04/22 so requires spending by 26/04/27	£3,035.45
	Received 28/10/22 so requires spending by 27/10/27	£2,127.82
	Total CIL money	£11,894.87
Community Projects Reserve Fund		<u>£4,838.91</u>
	Total	<u><u>£35,557.56</u></u>
e) General Reserve (as of 07/12/2022)		<u><u>£29,091.31</u></u>

b) Review and approval of payments: The Council reviewed the pending payments and approved those without prior minuted/regular payment approval.

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

- 2023-2024 Budget approval
- Precept decision
- Neighbourhood Plan

The meeting closed at 9.21pm. The next meeting will be held on 12th January 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
2022-07-03	Request to OCC for 20mph Blewbury Road and New Road	ID/LL	Final amendments ahead of circulation
2022-07-04	Parish Noticeboard refurbishment	LL	Costs approved
2022-07-06	EHS&RC HMRC Query	DB	Submitted
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
2022-12-01	Footpath 4 surface improvements	LL/OCC	Initial query to OCC