

EAST HAGBOURNE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING DULY CONVENED AND HELD ON THURSDAY 12TH JANUARY 2023

1. ATTENDANCE, APOLOGIES AND DECLARATIONS OF PECUNIARY INTEREST:

Present were Vice Chairman D. Button who chaired the meeting, Councillors D. Rickeard, P. Dixon and C. Shaikh.

Apologies were received from I. Duff, C. Gover and J. Elliott.

In attendance was L. Lloyd (Clerk).

D. Button 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 8TH DECEMBER 2022:

The minutes of the meeting on 8th December 2022 were approved by Council and signed by D. Button.

4. REPORTS FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLORS: None

5. ACTIONS FROM PREVIOUS MEETINGS:

2022-04-01 Slurry Seal Footway Repairs: D. Button reported that an update from I. Duff earlier this week confirmed that J. Murphy intends to speak with D. Depp on this matter in February.

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

2022-07-04 Parish Noticeboard refurbishment: L. Lloyd confirmed that the cork board was replaced and a new lock fitted just before Christmas. The cork board has required additional adhesive and fixings since installation, likely due to the cold weather - this will be monitored. A touch up of the green paint around the lock is also required and a request for spare paint has been made. There are two keys for the lock, one held by the clerk and currently the second key is at the community shop. D. Button proposed that the second key should be held by the Chairman to allow better control of non-council postings and councillors agreed with this proposal.

2022-07-06 EHS&RC HMRC Query: D. Button confirmed that he has not yet received a response to his online query submission.

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

2022-10-01 Vegetation on footpaths – cutting back requests: D. Button reported on I. Duff's update which confirmed that the narrow path from Main Road to Bakers Lane has widened since last month, although it is not clear whether this is due to cutting back or the result of recent frosts. The situation will continue to be monitored but no complaints have been received recently. D. Button reiterated that some of the hedges in the village are still overhanging the footways above ground level and unless initial cutting back is carried out, seasonal trimming will not improve the ongoing situation.

2022-12-01 Footpath 4 surface improvements: L. Lloyd confirmed that she has reported the issue to Countryside Access and is awaiting a response. It was agreed that this should be followed up with the footpaths team.

6. ITEMS FOR DISCUSSION/DECISION:

- a) **Deanfield development adjacent to the village hall:** D. Button reported on an update from I. Duff which confirmed the following:

Works commenced again after the Christmas break on 3rd January, and the programme is still on schedule to deliver all foundations by the end of March, the show house by the end of April, and the first occupation by the end of May.

Major road works on Main Road will necessitate the closing of the road for around a week and a traffic light system for another week or two thereafter. To minimize disruption, this has been scheduled for 3rd April at the beginning of the school Easter holidays.

The Site Manager has confirmed that the security lights are only on for short periods at the beginning and end of the working day to ensure that they are not working in half-light that might be dangerous. They are on timers so if they are on late evening or at night then this should be reported.

Concerns over significant damage to the verge opposite the site have been raised and it was agreed that this should be discussed with the Site Manager.

b) 20mph Speed Limit Survey for New Road and Blewbury Road – to allocate house groups to councillors for distribution to all houses in the parish:

Councillors agreed which roads they could deliver to within the parish and it was agreed that L. Lloyd would deliver the correct number of surveys to each councillor for distribution over the next few days as the noted deadline for responses is 31st January.

c) Neighbourhood Plan progress: D Rickeard confirmed that SODC are still waiting for their experts to confirm how to include the climate change and biodiversity elements into the plan. There will likely be an additional draft for review in the near future.

d) Budget and Reserves for 2023-24 including:

i) Discussion and approval of 2023-24 Budget: D. Button confirmed that no queries have been raised concerning the draft budget presented at the December meeting. D. Button noted that the Coronation in May could lead to requests from local groups for grants to fund events. Councillors agreed that any potential Coronation expenditure would be considered closer to the time and should not be included as a category in the 2023/24 budget. The general reserve remains healthy and would be able to support the potential deficit in the budget and remain within recommended guidelines. Councillors resolved to accept the budget as presented and discussed at the December meeting. Please see attachment 2 for the approved budget.

ii) Precept Decision: D. Button proposed, D. Rickeard seconded and the council resolved to hold the precept at £30,956 for 2023/24. It was noted that due to the parish tax base being increased for East Hagbourne for the coming year, this will result in a small decrease in the contribution per band D household towards the Parish Council portion of the council tax.

7. ITEMS FOR REPORT:

a) Planning Applications: D. Button confirmed that the Lower Cross Farm change of use application is still outstanding and is being held up while accurate noise assessments for the gardening business are carried out. D. Rickeard noted receipt of application P23/S0011/HH in Kingsholm Close which is for replacement windows and is a matter for the Conservation Officer to determine.

b) East Hagbourne Sport and Recreation Committee: D. Rickeard confirmed that the maintenance checks are still underway. D. Button confirmed that all invoices have been sent out and have resulted in c.£3,500 income, which is above last year for the same period. D. Button raised a query concerning the warm hub, which is currently being supported by EHS&RC through the free use of the pavilion. It was agreed that EHS&RC would discuss potential support required from EHPC ahead of the February Parish Council meeting.

c) Cemetery Committee: Nothing to report.

d) Employment Committee: Nothing to report.

e) Butts Piece Allotments: P. Dixon confirmed as it is low season there is nothing to report. L. Lloyd noted that OALC are running an online training session on Allotments in early February at a cost of £30.00. Councillors agreed that it would be beneficial for L. Lloyd to attend the training.

f) Community Speedwatch: Nothing to report.

g) East Hagbourne Community Support Group (Coronavirus): Nothing to report.

h) Didcot Garden Town: Nothing to report.

i) Flood Group: D. Rickeard confirmed that Environment Agency has issued a flood alert for the Thames and its tributaries this afternoon. This often does not correlate with issues in the parish but it is worth keeping an eye on.

j) Future Oxfordshire Partnership: P. Dixon confirmed there is a meeting next month. I. Duff confirmed ahead of the meeting that the HIF1 funding for the road from the Didcot link road going past Appleford and crossing the Thames is secure and the project is still going ahead.

k) Neighbourhood Plan: See 6.c.

l) Climate Change and Biodiversity: See 6.c

m) Downland Villages Transport Group (DVTG): Nothing to report.

n) Hagbournes' Warm Hub: D. Rickeard confirmed that attendance is usually between 4-12 people. Social interaction remains an important aspect of the hub and the focus of the hub may shift in this direction if it continues.

o) Matters raised at the Chairman's Surgery: There was no Chairman's surgery in December, the next is being held on 20th January.

8. Correspondence:

L. Lloyd confirmed the following correspondence this month:

Residents have been active on social media recently regarding and the council has also received an email complaint about the potholes in the parish. The pothole on New Road has recently been filled in. The road between the Deanfield site and Coscote still has several large potholes which have now damaged a number of vehicles.

The link to the OCC claim form has been posted on social media along with further encouragement to report on FixMyStreet. It was agreed that this should be a priority and J. Murphy will be asked for assistance with the matter. A visitor who called concerned about white powder piles along New Road was reassured that local running groups use flour as markers for their local routes.

A report of damage to the staggered barrier on FP8 from Bakers Lane to The Croft was reported. L. Lloyd reported to countryside access and received a reply suggesting the barrier could be removed rather than fixed as it is restricting access for some users. It was agreed that this would be discussed ahead of a response.

L. Lloyd confirmed that the Settlement Assessment has been completed and returned to the planning department.

D. Button queried whether any progress had been made relating to the long-term footpath diversion along FP5 which is on Powell land. L. Lloyd confirmed that she would follow this up with the OCC footpaths team and Jeff Powell.

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
Hagbourne Village Hall	Car Park Electricity 18/11/2021-24/11/2022 EHPC271122	Auth: D Rickeard /C Shaikh	£149.64	£0.00	£149.64	16/12/2022
BGG Garden & Tree Care	INV 969/22 Cemetery and Car Park Hedge cutting 08/10/22	Auth: D Rickeard /C Shaikh	£400.00	£80.00	£480.00	16/12/2022
Dark White Digital	INV001114 December web hosting	Auth: D Rickeard /C Shaikh	£30.00	£0.00	£30.00	16/12/2022
The Shield Group (Shield Maintenance Ltd)	Waste Bin Emptying November 2022 INV6069	Auth: D Rickeard /C Shaikh	£13.00	£2.60	£15.60	16/12/2022
EHS&RC	INV221104 Pavilion hire for meeting held on 10/11/22	Auth: D Rickeard /C Shaikh	£25.00	£0.00	£25.00	16/12/2022
JRB Enterprises	INV 24846 - 2000 Dog Waste Bags for the community shop	Auth: D Rickeard /C Shaikh	£30.12	£6.02	£36.14	16/12/2022
Laura Lloyd	December Salary (including backpay from 2022/23 pay award)	Auth: D Rickeard /C Shaikh	£1,123.36	£0.00	£1,123.36	16/12/2022
Oxfordshire South & Vale Citizens Advice	S137 Donation	Auth: D Rickeard /C Shaikh	£300.00	£0.00	£300.00	16/12/2022
Grundon Waste Management	PSI-0742140 cemetery bin November 2022	DD	£47.25	£9.45	£56.70	20/12/2022
Unity Trust Bank	Bank charges October - December 2022	Automatic Payment	£18.00	£0.00	£18.00	31/12/2022
Hagbourne Parochial Charities	Butts Piece Lease January Payment for year 2022/23	Auth: D Rickeard/C Shaikh	£377.92	£0.00	£377.92	03/01/2023
The Shield Group (Shield Maintenance Ltd)	Waste Bin Emptying December 2022 INV6155		£13.00	£2.60	£15.60	
Dark White Digital	INV001137 January web hosting		£30.00	£0.00	£30.00	
EHS&RC	221204 Pavilion hire for meeting held on 08/12/22		£25.00	£0.00	£25.00	
J Capone Property Maintenance	INV#169 Noticeboard labour and lock		£60.00	£0.00	£60.00	
Laura Lloyd	January Salary		£734.83	£0.00	£734.83	
Laura Lloyd	Expenses - Parish noticeboard and domain name renewal		£104.04	£20.81	£124.85	

b) Receipts since last meeting

From	Item	Amount	Date
MJ Didcock Funeral Services	Napper Interment E149	£88.00	08/12/2022
R Napper	A/J Napper 2nd inscription A44	£26.00	13/12/2022
MJ Didcock Funeral Services	Parsley Memorial F175	£87.50	20/12/2022
RH Barker	Cosson EROB and interment G185	£616.00	28/12/2022

Unity Trust Bank	Interest on instant access savings account	£115.73	31/12/2022
Total		£933.23	

c) Accumulated Account Balances (reconciled as of last bank statement through 11/01/2023)

Unity Trust Bank - T1 current account	£26,684.65
Unity Trust Bank - Instant access account	£36,285.09
Total	<u>£62,969.74</u>

d) The Special Project Balances (as of 11/01/2023) are:

Planned Development Support Fund		£5,303.15
Cemetery		£13,952.70
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>£35,989.63</u>

e) General Reserve (as of 11/01/2023) £26,980.11

- b) Review and approval of payments:** The Council reviewed the pending payments and approved those without prior minuted/regular payment approval.
- c) Bank Reconciliations for October, November and December 2022:** P. Dixon confirmed that he has carried out the internal checking process and signed off the bank reconciliations.
- d) Q3 Budget Review:** Councillors reviewed the quarterly budget and no concerns were raised. Please see attachment 3 for the Q3 budget review.

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

- CIL Money banking options
- CIL Money – project suggestions to explore
- Village Sparkle – grass cutting
- Annual Parish Meeting preparation

The meeting closed at 8.48pm. The next meeting will be held on 9th February 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	ALL	Survey distribution
2022-07-04	Parish Noticeboard refurbishment	LL	Paint touch-up required
2022-07-06	EHS&RC HMRC Query	DB	Submitted
2022-09-02	Paving slab repairs at the Pavilion	DR/DB	Ongoing
2022-10-01	Vegetation on footpaths – cutting back requests	LL/ID	Ongoing monitoring
2022-12-01	Footpath 4 surface improvements	LL/OCC	Follow up with OCC footpaths
2023-01-01	CIL Money Banking Arrangements	LL	Research
2023-01-02	Potholes and road repairs	LL/ID	Contact J Murphy
2023-01-03	Barrier Damage on Bakers Lane FP8	LL	In progress

ATTACHMENT 2: 2023/24 APPROVED BUDGET

	Budget 2022/23	To 31/10/22	2022/23 Est Nov- Mar	Total	Budget 2023/24
Income					
Precept	30,956	30,956.00	-	30,956.00	
Lease Income	1,465	1,465.00	-	1,465.00	1,465
Wayleaves	55	52.96	-	52.96	55
Allotments	760	749.65	-	749.65	760
Cemetery Contribution	665	376.39	315.95	692.34	727
Interest	-	50.09	50.00	100.09	150
Pavilion insurance recovery	500	500.00	-	500.00	500
Total	34,401	34,150.09	365.95	34,516.04	3,657
Expenditure-Revenue items					
Clerk Remun.	(8,500)	(4,794.98)	(4,022.53)	(8,817.51)	(9,260)
Payroll Management Costs	(235)		(235.00)	(235.00)	(250)
Bank fees	(72)	(36.00)	(36.00)	(72.00)	(72)
Office Expenses & Clerks Travel	(250)	(137.26)	(180.00)	(317.26)	(250)

Subscriptions	(500)	(471.05)	-	(471.05)	(500)
Website	(600)	(245.00)	(355.00)	(600.00)	(600)
Training Courses	(750)	(55.00)	(150.00)	(205.00)	(750)
Meeting Room Hire	(520)	(214.00)	(200.00)	(414.00)	(425)
Insurance	(1,450)	(1,425.62)	-	(1,425.62)	(3,000)
Audit Costs-External	(400)	(300.00)	-	(300.00)	(400)
Audit Costs-Internal	(285)	(285.00)	-	(285.00)	(285)
Legal Expenses	-	-	-	-	-
PC Election Costs	-	-	-	-	(1,600)
Car Park Repairs	-	-	-	-	-
Car Park Electricity	(180)	-	(159.49)	(159.49)	(180)
Play Equipment Inspection	(80)	(80.50)	-	(80.50)	(85)
Pav Repair and Maintenance	-	-	-	-	-
Pavilion Sundries	-	-	-	-	-
Grass Cutting and Plants	(3,160)	(459.00)	(1,000.00)	(1,459.00)	(3,160)
Bench Refurbishment	-	-	-	-	-
Defibrillator Costs	(200)	(71.42)	(219.90)	(291.32)	(100)
Dog Bin Emptying	(5,000)	-	(5,000.00)	(5,000.00)	(5,500)
Dog Bin costs	(35)	-	(30.00)	(30.00)	(35)
Butts Piece Lease	(710)	(377.92)	(377.92)	(755.84)	(800)
Signage	-	-	-	-	-
Allotments	(260)	(9.17)	(398.82)	(407.99)	(200)
Loan Interest	(618)	(341.21)	(276.54)	(617.75)	(356)
War memorial repair	-	-	-	-	-
Warm Hub expenditure	-	(91.00)	-	(91.00)	-
Total	(23,805)	(9,394.13)	(12,641.20)	(22,035.33)	(27,808)
Non regular Revenue items					

Incomings-Village Grants	-	-	-	-	-
Incomings - Legal	-	-	-	-	-
	-	-	-	-	-
Outgoings					
Donations and Grants	(1,000)	(250.00)	(400.00)	(650.00)	(1,000)
Pavilion Drainage Costs	-	-	-	-	-
Capital Expenditure	-	-	-	-	-
Loan Capital	(11,154)	(5,544.72)	(5,609.39)	(11,154.11)	(7,991)
	(12,154)	(5,794.72)	(6,009.39)	(11,804.11)	(8,991)
Annual Surplus/(Deficit)- Revenue	(1,558)	18,961	(18,285)	677	(33,142)
Special Funds & Reserves	Opening balances	Income	Expenditure	Closing balance	
CIL Monies Received		5,163.27	-		
CIL Expenditure		-	(120.00)	(120.00)	
CIL Fund	6,732	5,163.27	(120.00)	11,774.87	11,775
Cemetery Fees		3,929.50	1,880.00		
Cemetery Expenditure		(1,297.23)	(1,350.00)		
Cemetery Fund	11,175	2,632.27	530.00	14,336.80	14,337
Development Fighting Fund	5,303	-	-	5,303.15	5,303
Community Projects Income					
Community Projects Expenditure		(75.00)	(30.00)		-
Community Projects Reserves Fund	4,944	(75.00)	(30.00)	4,838.91	4,839
Net Income/Expenditure- SF&Reserves	28,153	7,721	380	36,253.73	36,254

Net Position- Revenue/SF&Reserves	26,595	26,682	(17,905)	36,930	3,112
General Reserve	2,823				(30,319)
VAT		5,046.64		- 5,046.64	
Laura Lloyd - FINAL Approved 12/01/2023					

Budget Notes:

- Cemetery Contribution** is based on 7.85% of the clerk's salary
- Clerk Remuneration** allows for a maximum estimated NJC pay increase of 5% in April 2023
- Subscriptions** is based on continuing memberships with SLCC, OALC, ONPA and CFO
- Website** costs covers hosting fees and ad hoc additional works
- Training** potential new councillor training will be required after the May election
- Meeting room hire** is based on 12 PC meetings and 6 Chairman Surgeries plus £50 contingency
- Insurance** A new deal is required for 2023-24 onwards – other clerks have confirmed recent renewals in the region of 100% increase with Gallagher. Alternative quotes will be sourced.
- PC Election costs** – this figure is based on costings for similar sized electorates at the last election
- Grass cutting and plants** budget allows for the proposed number of cuts and car park hedge trimming as per the BGG contract. usually cuts are less frequent so this allows flexibility to cover tree works should they arise.
- Defibrillator Costs** covers replacement of the pads at the community shop
- Dog Bin Emptying** has a 10% increase as SODC will not confirm their costs until February
- Allotments** Castle Water have pre-charged the PC for the winter period Sept22-Feb23 based on the higher water usage over this past dry summer. This will result in a significant credit balance in March 2023, but this may not cover the whole summer season for 2023
- Loan interest and capital** PWLB repayments. One loan has last payment due June 2023
- CIL monies** Significant CIL monies due from Deanfield with the first instalment potentially in April 2023, consider projects for expenditure
- Coronation Expenditure** has not been included as a specific budget category following discussion at the meeting

ATTACHMENT 3: Q3 BUDGET MONITORING

Income	2021/22	Budget 2022/23	9 Months to 31 December			
	Actual		Budget	Actual	Variance	% Variance
Precept	30956	30956	30956	30956	0	0%
Lease Income	1465	1465	1465	1465	0	0%
Wayleaves	55	55	55	53	2	-4%
Allotments	827	760	760	750	10	-1%
Cemetery Contribution	645	665	480	518	38	8%
Interest	3	0	0	166	166	#DIV/0!
Pavilion insurance recovery	500	500	500	500	0	0%
Standing Order PCC Gen	4	0	0	0	0	0%
Total	34455	34401	34216	34408	192	1%
Expenditure-Revenue items						
Clerk Remun.	8218	8,500	6375	6603	228	4%
Payroll Management Costs	225	235	0	0	0	0%

Bank fees	0	72	54	54	0	0%
Office Expenses & Clerks Travel	123	250	188	137	50	-27%
Subscriptions	466	500	500	471	29	-6%
Website	360	600	450	305	145	-32%
Training Courses	120	750	563	55	508	-90%
Meeting Room Hire	280	520	390	289	101	-26%
Insurance	1386	1,450	1450	1426	24	-2%
Audit Costs-External	200	400	400	300	100	-25%
Audit Costs-Internal	285	285	300	285	15	-5%
Legal Expenses	0	0	0	0	0	0%
PC Election Costs	0	0	0	0	0	0%
Car Park Repairs	0	0	0	0	0	0%
Car Park Electricity	159	180	180	150	30	-17%
Play Equipment Inspection	79	80	80	81	1	1%
Pav Repair and Maintenance	0	0	0	0	0	0%
Pavilion Sundries	0	0	0	0	0	0%
Grass Cutting and Plants	3346	3,160	2370	635	1735	-73%
Bench Refurbishment	0	0	0	0	0	0%
Defibrillator Costs	0	200	200	291	91	0%
Dog Bin Emptying	3142	5,000	2500	2449	51	-2%
Dog Bin Costs	347	35	35	30	5	-14%
Butts Piece Lease	694	710	363	378	15	4%
Signage	0	0	0	0	0	0%
Allotments	146	260	260	408	148	57%
Loan Interest	873	618	618	618	0	0%
War memorial repair	0	-	0	0	0	#DIV/0!
Other	44	-	0	138	138	#DIV/0!
Total	20494	23805	£17,274	£15,102	£2,172	-13%
Non regular Revenue items						
Incomings-Village Grants	0	0	0	0	0	0%
Incomings - Legal	0	0	0	0	0	0%
	0	0	0	0	0	0%
Outgoings						
Contingency/Uninsured Costs	0	0	0	0	0	0%
Donations and Grants	500	1000	750	650	100	-13%
Pavilion Drainage Expenditure	10024	0	N/A	N/A	N/A	N/A
Loan Capital	10899	11154	11154	11154	0	0%
	21423	12154	11904	11804	100	-1%
Annual Surplus/(Deficit)-Revenue	7461	-1558	5038	7501	2464	49%