

**East Hagbourne Parish Council**

**To members of the Council: you are hereby summoned to attend the  
Annual Meeting of East Hagbourne Parish Council on Thursday 9<sup>th</sup> May 2024 at 7.30pm for the purpose of  
transacting the following business.**

**Members of the press and the public are cordially invited to attend.**

**PLEASE DO NOT COME TO THE MEETING IF YOU ARE DISPLAYING ANY POSSIBLE COVID SYMPTOMS**

Mrs L. Lloyd  
Clerk of the Council  
07891 551851 [easthagbourneparishcouncil@gmail.com](mailto:easthagbourneparishcouncil@gmail.com)

**Date: 3<sup>rd</sup> May 2024**

- 1) Election of Chairman and Vice-Chairman
- 2) Attendance, apologies and declarations of pecuniary interest
- 3) Public Forum and Questions
- 4) Confirmation of the minutes of the Parish Council Meeting held on 18<sup>th</sup> April 2024
- 5) Reports from County Councillor and District Councillors
- 6) Procedural Matters
  - a) Review of nominations and terms of reference to committees, working groups and non-Council bodies, including signatories for online banking/cheque payments
  - b) Review of standing orders and financial regulations
  - c) Review of inventory of land and assets including buildings and office equipment
  - d) Review and confirmation of arrangements for insurance cover in respect of all insured risks
  - e) Review of the Council's Risk Assessment
  - f) Review of the Council's and/or employees' memberships of other bodies
  - g) Other Councillor responsibilities
  - h) Setting the dates, times and place of ordinary meetings of the full Council for the year ahead
- 7) Items for Discussion
  - a) Progress with specifications and quotes for FP12 (Fieldside to the Causeway) and FP15 (Grange Footpath)
- 8) Items for Decision
  - a) To consider grant requests from the following organisations:
    - i) Life Education Wessex and Thames Valley – Up to £100.00
    - ii) Home Start Oxfordshire – Up to £100.00
  - b) To ratify the decision to pay for Shield Maintenance Ltd to carry out rubbish clearance from Butts Piece wooded area at a cost of £399.60
  - c) To approve the clerk's attendance at OALC's Talking Tables Training Day on Council Assets on 16<sup>th</sup> May at a cost of £40.00
  - d) To approve the village car park drain clearance at a cost of £168.00 for works carried out on 25<sup>th</sup> April
- 9) Items for Report
  - a) Planning Applications
  - b) East Hagbourne Sport and Recreation Committee
  - c) Cemetery Committee
  - d) Employment Committee
  - e) Butts Piece Allotments
  - f) Future Oxfordshire Partnership
  - g) Emergency Plan
  - h) Flood Management


- i) Community Speedwatch
- j) Neighbourhood Plan
- k) Housing Development adjacent to the village hall
- l) Matters raised at the Chairman's Surgery and OALC Councillor's meeting

10) Correspondence

11) Finance

- a) Expenditure and receipts since the last meeting and account balances
- b) Approval of payments
- c) Review of Direct Debits and regular payments
- d) Progress with Unity Trust Bank change of signatory
- e) Internal Audit – response to recommendations
- f) Formal Acceptance of Internal Audit
- g) Formal Acceptance of Annual Accounts
  - i) Annual Governance Statement for 2023/24
  - ii) Accounting Statements for 2023/24
  - iii) Confirmation of the period for exercise of public rights

12) Items for report and inclusion on the June agenda

Signed:  Laura Lloyd, Clerk of the Council

**ATTACHMENT 1: ACTION LIST**

Action No	What	Who	Status
2023-03-01	Deanfield Homes Car Park Land Transfer	LL	Transfer documentation signed at meeting on 26 <sup>th</sup> March. Awaiting confirmation of transfer from solicitors.
2023-06-02	Parking and Traffic Management on Main Road	NM	On hold
2023-06-03	Footway repairs in the parish	ID/PD/RJ	Prioritise potential repairs for OCC to review
2023-10-01	Disabled Parking spaces in the village car park	LL	Research options and costs
2023-10-03	Weed management on Main Road	LL/ID	SODC have scheduled a channel clearance along Main Road w/c 6 <sup>th</sup> May.
2023-12-01	Footpath 4 surface improvements	LL	TOE Grant confirmed in mid-March, OCC have instructed the contractor to hopefully carry out the work in June (weather dependant)

VARIOUS	<p>Footpath accessibility:</p> <p>2023-12-02 FP10 MFL to West Hagbourne</p> <p>2023-12-03 FP12 Church Lane to Fieldside</p> <p>2023-12-04 FP13 Parsonage Lane</p> <p>2024-01-01 FP1 West Hagbourne to Didcot</p> <p>2024-03-01 FP12 Fieldside to the Causeway</p> <p>2024-03-02 FP15 Grange Footpath</p> <p>2024-03-03 FP8 Bakers Lane to The Croft</p> <p>2024-04-01 FP30 Village Hall</p>	LL/CS/PD /ID	<p>Chasing OCC for a meeting between OCC/EHPC and WHPC to assess FP10 and FP1 and for approval for potential works to FP12, FP15 and FP8</p> <p>Volunteer labour is available for FP8 aggregate laying subject to OCC approval</p> <p>Agreement in principle to spend CIL money on FP12, FP15 and FP8 improvements</p> <p>3 initial quotes for potential works for FP12 and FP15 – a final spec is being agreed and contractors will be asked to submit comparative quotes for review</p> <p>Field owner reviewing options for FP12 between the Causeway and the Church</p> <p>Chase quote for FP13 from OCC Highways, investigate obtaining comparison quote</p> <p>FP30 – initial review of possible surface improvements needed</p>
2023-12-09	Community Speedwatch	RJ	<p>Harwell Speedwatch session attendance to be arranged</p> <p>Online training details sent to volunteers to complete</p> <p>Reviewing speedwatch locations</p>
2024-01-02	Emergency Plan / Flooding documentation Review	RJ/LL	Draft circulated to councillors for review, also liaising with OCC's Resilience Team for review and advice
2024-01-04	Car Park Drainage	LL	OPC Drains unable to complete CCTV survey but have jetted again and restored flow into the main drain.
2024-02-01	Pavilion Lease Renewal	DR/LL	Further investigation required – DR and LL to meet and discuss
2024-02-03	Cycle Parking at the village car park	LL	Liaise with VH Committee ref signage / alternative solutions
2024-02-04	Flood Management in the Parish	CS/DR/PD	Meetings with OCC, SODC and EA complete. Expression of interest for funding from OCC's Flood Risk Management funding for 2024/25 submitted and acknowledged. L. Travers obtaining quote for works
2024-03-04	Main Road 20mph limit	OCC	Proposal currently with OCC ahead of public consultation.
2024-03-05	From APM: Step reinstatement on Main Road/Bakers Lane footpath	OCC/LL	L. Lloyd trying to confirm who at OCC will be the contact to progress the matter with SGN (NB: this is an OCC Highways matter)
2024-03-06	From APM: Main Road to Coscote road surface	OCC	An OCC matter as no agreement was made with the developer during the planning process and the S278 agreement to maintain and repair the main agreed access route to the site. The Parish Council has full support from our County Councillor, Jane Murphy, to lobby for repairs and reinstatement
2024-04-01	CIL Projects Shortlist	ALL	Councillors reviewing and updating project proposals following discussion at the APM